

BOARD OF SUPERVISORS

Brown County



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EXECUTIVE COMMITTEE

Tom Lund, Chairman
Patrick Moynihan, Jr., Vice-Chairman
Steve Fewell, Patrick Evans
Bernie Erickson, Patrick Buckley, John Van Dyck

EXECUTIVE COMMITTEE

Monday, March 7, 2016

5:30 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEM ON THE AGENDA.**

****REVISED****

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of February 8, 2016.

Comments from the Public

Vacant Budgeted Positions (Request to Fill)

1. Child Support – Clerk/Typist II - Vacated – 2/15/16.
2. Clerk of Courts – Deputy Clerk of Courts I - Vacated – 2/29/16.
3. Clerk of Courts – Deputy Clerk of Courts I (.8 FTE) - Vacated – 3/7/16.
4. District Attorney – Legal Assistant I - Vacated – 3/11/16.
5. Human Resources – Human Resources Associate - Vacated – 3/11/16.
6. Human Services – Economic Support Specialist - Vacated – 2/1/16.
7. Human Services – Lead Economic Support Specialist - Vacated – 2/8/16.
8. Human Services – Financial Supervisor - Vacated – 2/12/16.
9. Planning & Land Services – Administrative Secretary - Vacated – 3/1/16.
10. Planning & Land Services – Survey Crew Chief - Vacated – 2/29/16.
11. Public Works (Facilities) – Housekeeper (.5 FTE) - Vacated – 2/1/16.
12. Public Works (Facilities) – Housekeeper Lead - Vacated – 3/1/16.
13. Public Works (Highway) – Superintendent - Vacated – 3/4/16.
14. UW-Extension – Secretary III (.5 FTE) - Vacated – 2/26/16.

Legal Bills

15. Review and Possible Action on Legal Bills to be paid.

Communications

16. Communication from Supervisor Evans re: Discussion on the possible uses for the savings in the reduction of bond payments. Maintenance, promotion of Brown County, Room Tax Stabilization Fund. *Referred from February County Board.*

Treasurer – No items.

Resolutions, Ordinances

17. Resolution re: Change in Table of Organization for the Health Department Public Health Educator.
18. Ordinance Amending Sections 4.93 of Chapter 4 of the Brown County Code entitled "Grievance Procedure." *Referred from February County Board.*

Reports

19. County Executive Report.
20. Internal Auditor Report.
 - a) Monthly Status Update (February 1 – February 29, 2016).
21. Human Resources Report.
 - a) Discussion regarding the calculation for the wage adjustment of the .5%, 1%, 2% and 3%.
February Motion: To refer back to Administration to recalculate the 2016 wage increases to compare the 2015 pay to the 2015 market rates and bring back fiscal impact in a month.
 - b) Review and approval of Request for Services for Employee Classification and Compensation Study.

Other

22. Such other matters as authorized by law.
23. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, February 8, 2016 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Lund, Supervisor Erickson, Supervisor Evans, Supervisor Van Dyck, Supervisor Buckley, Supervisor Fewell
Excused: Supervisor Moynihan
Also Present: Maria Lasecki, Juliana Ruenzel, Chad Weininger, Dave Ehlinger, Christina Connell, Brittany Zaehring, John Vander Leest, Erik Pritzl, Supervisor Kaster, Paul Zeller, Dan Process, Paul Fontecchio, other interested parties

I. Call meeting to order.

The meeting was called to order by Chair Lund at 5:30 pm.

II. Approve/modify agenda.

Supervisor Erickson indicated he would like to modify the agenda by moving Items 13 and 18 to follow Item 8.

Motion made by Supervisor Erickson, seconded by Supervisor Evans to approve as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/modify Minutes of January 11, 2016.

Motion made by Supervisor Buckley, seconded by Supervisor Evans to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public. None.

Vacant Budgeted Positions (Request to Fill)

1. Child Support – Child Support Clerk - Vacated – 3/14/16.
2. Clerk of Courts – Court Coordinator (x2) - Vacated – 3/18/16 and 2/15/16.
3. Human Services – Economic Support Specialist (x2) - Vacated – 1/22/16 and 1/29/16.
4. Human Services – SW/CM (APS) - Vacated – 2/22/16.
5. Human Services – SW/CM (Child Protection) - Vacated – 1/22/16.
6. Human Services (CTC) – Account Clerk I (.8 FTE) - Vacated – 1/4/16.
7. Human Services (Shelter Care) – Youth Support Specialist - Vacated – 1/22/16.
8. Public Works (Highway) – Highway Crew - Vacated – 1/22/16.

Motion made by Supervisor Evans, seconded by Supervisor Erickson to suspend the rules and take Items 1 – 8 together. Vote taken.

Ayes: Lund, Erickson, Evans, Van Dyck

Nay: Buckley

MOTION CARRIED 4 TO 1

Motion made by Supervisor Evans, seconded by Supervisor Erickson to approve Items 1 – 8. Vote taken.

Ayes: Lund, Erickson, Evans, Van Dyck

Nay: Buckley

MOTION CARRIED 4 TO 1

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At this time Item 13 was taken followed by Item 18.

Legal Bills

9. Review and Possible Action on Legal Bills to be paid.

Motion made by Supervisor Evans, seconded by Supervisor Erickson to approve the legal bills. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications

10. Communication from Supervisor Van Dyck re: Instruct the Human Resources Department to issue the appropriate RFP in order to solicit the services of a compensation consultant to review the County's current classification & compensation study and to provide guidance on the proper structuring and implementation of the classification & compensation program including review of existing classification discrepancies. *Referred from January County Board.*

Supervisor Van Dyck stated that based on the last discussion it was pretty evident that this was needed. He continued that there are still issues with the 90-some denials, but he thinks that the potential issue is bigger than that. In addition, in looking at the plan in general Van Dyck felt that coming off of where we were and what was tried to be implemented, it might be time to take a step back and get some outside help from a consultant who has done this for large corporations in the private sector. He would like a consultant to take a look at what has been done and either agree with it or tweak it and then help give some credibility that what we have is viable going forward. Van Dyck wanted to make it clear that this is not to take anything away from the HR department and all of the work they have done up to this point but he felt it would be good to have this looked at by someone outside of the organization.

Lund asked Van Dyck if he knew how much something like this would cost. Weininger stated that this would have to go to an RFP by HR.

Motion made by Supervisor Van Dyck, seconded by Supervisor Erickson to direct HR to do an RFP. Vote taken. MOTION CARRIED UNANIMOUSLY

Referred from Administration Committee

10a. Discussion and Pre-Approval for the Fiber Relocation for the Packer Titledown District Utility Bid.

Weininger stated that this is somewhat of an emergency. The County was contacted by the contractor for Ashwaubenon that the County's fiber optic that runs down Lombardi Avenue needs to be removed and relocated due to the Titledown District construction. Weininger continued that unfortunately given the quick time turn around there is not a lot of leeway and they are moving forward with it. He indicated that the Village of Ashwaubenon will pay for the relocate and approval is simply needed to move forward.

Motion made by Supervisor Fewell, seconded by Supervisor Van Dyck to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Treasurer

**11. ACTION - Review and approval or rejection of bids for tax deed properties:
(Bid results of 2-5-16 to be handed out at meeting)**

<u>Parcel #</u>	<u>Municipality</u>	<u>Address</u>	<u>Min. Starting Bid</u>
21-1293-2	City of Green Bay	1739 Main St.	\$37,500
14-157	City of Green Bay	1274 Cherry St.	\$6,800
1-898	City of Green Bay	1322 S. Chestnut Ave	\$5,700.
2-661	City of Green Bay	519 Twelfth Ave	\$6,300

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Treasurer Paul Zeller indicated that the last attempt to sell these properties did not yield any bids. Zeller recalled that these are the four properties that were put up for bid for a second time because they did not sell in the first round. He stated that Wis. Stats. §75.69 provides that appraised value means the value determined at the discretion of County Board or by a committee designated by the County Board or a certified appraiser. Zeller stated that results for the appraisal service RFP have not been received yet, but they are coming. He wanted to make sure the Committee knew that the Statutes allow the Executive Committee to set the appraised value. He also noted that we could go back to the last assessed valuation on these parcels as a starting point if the Committee desires. The assessed valuation would go back to the 2011 tax year for these parcels. Zeller explained that the assessed valuations are set by the City of Green Bay and these assessed values will be higher than the minimum starting bids.

Lund asked Zeller if he felt there would be action on these parcels if the minimum bid was set at \$100. Zeller said he felt that there would be action on three of the four properties if the minimum bid was set at \$100. He explained that the Main Street property is held up by the petroleum contamination. Lund suggested eliminating the Main Street parcel at this time but setting the minimum bid at \$100 for the other properties.

Zeller stated that he is unable to attend the March Executive Committee meeting and therefore would like to extend the auction period a little bit and bring the bids back to the Committee in April. Lund indicated there was no problem with this.

Motion made by Supervisor Buckley, seconded by Supervisor Evans to set the minimum starting bid at \$100 for Parcels 14-157, 1-898 and 2-661. Vote taken. MOTION CARRIED UNANIMOUSLY

12. Discussion – Summary Recap of 2015 Tax Deed Real Estate Sales and Treasurer’s Budget Account # 100-080-001-4907 Gain on Sale of Tax Deeded Lands.

Zeller reported that he acquired 38 properties in 2015 and they sold 34. There are still some carryovers, but they are doing pretty good in liquidating the inventory. The net gain is \$67,070.51 and Zeller believes that they can hit that number or better this year, although it is somewhat dependent on what properties are acquired in the foreclosure process. He noted that there will be a resolution on this at the Board meeting next week regarding a request from the Town of Morrison.

Motion made by Supervisor Fewell, seconded by Supervisor Van Dyck to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Resolutions, Ordinances

13. Resolution Authorizing and Approving a Supplement to Lease Relating to the Issuance of Refunding Bonds for the KI Convention Center Project by the Redevelopment Authority of the City of Green Bay, Wisconsin, and Other Details with Respect Thereto.

Bond Counsel Brian Della addressed the Committee and provided a handout, a copy of which is attached. He stated that he is here to talk about some lease revenue debt for which the County is responsible for making payments on. Della referenced the two debt issues listed on Page Two. The first is the Community Development Authority of the Village of Ashwaubenon which was issued in 1999 and then refinanced in 2002 and again in 2012 for an interest rate savings and at that time it was also made taxable. Della explained that when debt is issued on a tax exempt basis, the IRS puts a lot of rules and regulations in place for the taxes and borrowers. Because of the somewhat private nature of the Resch Centre or fee potential operating contracts or management contracts it was decided that since rates were so low it should be made taxable. By doing this, money would be made and there would not be dealings or concerns with the IRS from that point going forward.

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The second debt as shown on Page 2 of the handout is with regard to the Redevelopment Authority of the City of Green Bay related to the KI Convention Center. This was issued in 1999 and refinanced in 2006 for interest rate savings. At this time the proposal is to refinance the 2006 issue for savings and to make it taxable to eliminate any future possible IRS concerns.

Della moved on to Page Three of the handout and noted that Brown County is the obligor but has not been paying from the tax levy as room taxes have been sufficient to pay for both series of bonds. Page Three also shows the amount of debt that is supported by the net hotel room tax receipts as of January 1, 2016. The aggregate total is about \$3,745,000 and to date the room taxes have been in excess of that.

Della continued by referring to Page Four which provides the estimated savings associated with the \$10.2 million Taxable Lease Revenue Refunding Bonds, Series 2016 which is the amount of approximately \$35,000 a year. Rates have gone lower since this was prepared, but there would still be modest savings and, more importantly, it would be converted to a taxable issue.

Buckley asked where the savings would be going. Della responded that there is a room tax and there is a flow of funds and essentially there is gross room tax and a portion is capped by the municipality. The net room tax is what the Trustee pays the debt service and then builds up any supplemental funds. Director of Administration Chad Weininger stated that at the end of the day it really does not come back to the County but the County is on the hook if the room tax does not come in so to have a smaller amount refunded would be better than having it not. Realistically the savings would be felt in the room tax dollars so not as much room tax dollars would be used to pay the debt down. Weininger stated that the savings would be in the neighborhood of \$300,000 dollars over the total life of it, but it puts the County in a better position because that is less money that if the room tax were defaulted upon that the County would owe so any savings would be good. The key here is that we would be going from a non-taxable to taxable which allows flexibility in the event of default.

Buckley asked again where the money goes. Weininger responded that less money of the room taxes will be used so there will be more in reserves which would probably go to the KI expansion for payment or it builds up in the room tax fund. Evans thought that the CVB gets paid from the room tax and asked if they would be getting more. Weininger responded that nobody is getting more money, but the excess of what is left in the room tax goes into the KI expansion dollars.

Buckley said that money was already approved on the KI expansion and if there are any savings he felt that they should go towards a different pot.

Van Dyck said that savings are a good thing, and nobody is contradicting that, but the question is if the room tax today does not match identically dollar for dollar what is owed and there is an excess, where is the excess and how much is it? Weininger did not have information on this at the meeting but said that he will get the figures together by the County Board meeting.

Della continued that the resolution is basically a supplement to the lease. He said we are talking about the lease because the issue is the RDA and the County is required to make payments through the lease. The lease payment that the County makes is exactly equal to the debt service payments on the bonds.

Evans was confused if the dollars will go into a segregated fund to be used for something that the Board decides on. Weininger thought that right now any savings are put into the KI expansion account, but he will double check this. Evans noted that the County has been able to make the KI payments that were agreed to and asked if this was being put into a segregated account in case the County defaults in the future. Weininger responded that that is what the reserve funds are for so if a payment is not made the reserve will cover it. Weininger stated that he will confirm this by e-mail to the Executive Committee members.

Buckley said if these funds are being drawn from the hotel tax, and \$32,000 less is withdrawn from the hotel tax, the money has to be in some pot and he feels that the County has committed enough to the City

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for the KI. Evans added that the CDA is Resch Centre and the RDA is the expansion of the KI and all we are talking about refunding the KI expansion. Further, the way the agreement was reached, any savings dollars would go to help fund the KI expansion.

Van Dyck stated that there is already a bond issued and asked if the extra would go into a reserve fund. Weininger said that the reserve is already filled up so it is additional dollars to pay towards the bond. Della added that the first dollar goes to pay bond service and any extra dollars go to any deficiency in the reserve fund, but there is not a deficiency in the reserve fund. There is always excess money because there is always revenues to meet the debt service obligation.

Evans noted he does not have a problem supporting this, but he would like to know where the dollars are and he felt it may be better to take this up as Committee of the Whole at the Board meeting. Evans also noted that the County was not able to recoup the savings when this was done for the CDA and Weininger stated that this offsets the amount of the fluctuating room tax and further, there is an existing agreement as to how those dollars are spent.

Motion made by Supervisor Erickson, seconded by Supervisor Evans to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Resolution re: Change in Table of Organization for U.W. Extension Master Gardener Volunteer Coordinator.

Motion made by Supervisor Erickson, seconded by Supervisor Van Dyck to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

15. Ordinance Amending Sections 4.93 of Chapter 4 of the Brown County Code Entitled "Grievance Procedure". *December motion: Refer to February.*

Motion made by Supervisor Evans, seconded by Supervisor Erickson to change the fourth sentence of the Ordinance to read as follows: The Impartial Hearing Officer must answer the following question: Based on the preponderance of the evidence presented has the ~~Grievant~~ Administration proven the decision of the by Administration was ~~arbitrary or capricious without~~ with just cause. No vote taken.

Evans said that Administration should prove that they went through just cause because they hold the records, they initiate the progressive discipline and things like that and therefore Administration should be providing just cause. He continued that he had spoken with general counsel of the WERC and was informed that it is really up to the County on who the burden is on, the employer or the employee. Evans continued that the WERC also said that in most organizations when it comes to discipline the burden of proof is on the employer, but that is not specifically stated.

Evans said that there is just cause that the State is putting in under Roth and Steineke so there is a template to go off of what they figure would be just cause. Further, the Wisconsin Department of Revenue has said that defining just cause for employee discipline can encompass specific situations like threats, harassment, serious violations of ethics code and sends a message to taxpayers and employees that maintaining integrity is priority. Additionally, any reasonable employee would agree that theft, workplace violence or watching pornography on the job warrants grounds for termination. This aligns the State on the side of common sense and eliminates a gray area surrounding the State's ability to terminate employment. Evans mentioned a number of examples where State employees got their jobs back after doing things such as viewing pornography and sharing drugs with inmates.

Evans continued that he felt the just cause clause was good protection for the County. Van Dyck stated that he would like to hear the opinion of Corporation Counsel on this. He also stated that he had contacted the WCA and their legal counsel looked at this. Van Dyck provided a copy of the response from

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the WCA for the record, a copy of which is attached, which states that, "The overwhelming majority of counties do not have a "just cause" standard in their handbook. There are a variety of management-related reasons for doing so, but from a legal standpoint there is a very good reason as well. Incorporating a cause standard gives rise to the argument that an employee has a legitimate expectation of continued employment that cannot be taken away without due process of law. This creates a constitutional issue and opens a public employer to potential federal claims on discipline and termination decisions. I don't think the empirical evidence supports any claim that there have been employment decisions made on a whim or that the discretion now afforded management has been exercised in an arbitrary fashion."

Corporation Counsel Juliana Ruenzel explained that the just cause standard is a standard that was put in place for labor contracts and is statutory for protected services. It is a very tough seven step test that you have to go through. Ruenzel continued that Evans is right in that many people that are in the wrong will continue to be employed when they do things such as watch pornography because the employer may have missed a step or their counsel made a good argument that it was not sufficient to give them notice. The problem with the just cause standard at this time is that Under Act 10 and Act 32 those standards were basically given away to make it employment at will to give employees more flexibility. If the words just cause are used, even if it defined differently, the Courts will still view it as this is the seven steps that have to be gone through in order to terminate someone's employment. She continued that this is actually going back to the union stuff and giving people property rights because now if you do not meet those seven steps and you claim you do in a grievance and it is appealed, you could end up in further litigation because now a property right has been created to a job.

Evans referenced the cases he talked about earlier and said that he disagrees with some of what Ruenzel said. He said the County could put in place such things as physical violence or harassment, being intoxicated, theft of property, conviction of a crime, falsifying business, misuse of property, distribution or watching pornographic material and no call no show as these are all certainly issues for immediate termination. He referenced what is currently going on in the Highway Department and it seems like some of the steps even without Act 10 are creating problems. Evans continued that to him it does not seem like the processes are in place, or, if they are, they are not being followed accordingly. He felt that this would provide the opportunity to say that we will adhere to the definition of treating employees fairly, protecting ourselves and having the correct documentation and he felt that this was prudent in any organization. He understands that Wisconsin is an at will state but felt that it was a little different in the public than it is in the private sector.

Evans said that he sees problems in that grievances are coming forward and he felt that it would work well for the County to have just cause. He said that this is just his opinion and the Committee can disagree if they want and we can go from there but he thinks it is appropriate to add.

Buckley said that once a case gets to the grievance stage and comes before Executive Committee and County Board, if there is a feeling that there is wrong doing, that is what we're here for. He felt that the grievance procedure is already in place and he does not know that we need any more. He would like to see a personnel committee that would spend more time on it, but at this time the process is the Board and if there is interest that the employee gets a fair shake, the current procedure is probably better for the employee than any language.

Ruenzel added that some of the grievances have not even made it to the Committee because they have been overturned and found in favor of the employee through Risk Management. Buckley added that at this time he does not support this unless Evans can show him an example of where an employee has not been treated fairly.

Van Dyck supports the fact that there have been some issues recently that maybe could have been handled in a better manner, and he feels it comes back to something that he said before and is the fact

that he does not feel that managers are appropriately trained to deal with these situations. He felt whether the County does or does not have just cause is irrelevant; it is more the matter of the supervisors being trained on how to handle situations. Van Dyck continued that his concern with putting just cause in is how broadly it has been defined. His concern is if, as Evans said, you can add specific language, but we're not doing that, we are just putting just cause out there which then leaves it to the discretion of an attorney. He continued that if something is informally filed, that's one thing. If what we are trying to do is codify, then there is a legal standard by which we will have to do all this discipline and in the case it would go to court, you would have to have the documentation otherwise you run the risk of "gee you didn't follow this procedure correctly" and the employee will stay on. He did not see the benefit to the taxpayers of the County being forced to keep employees on because of manager's mistakes. Van Dyck would rather get back to having an understanding with Administration that we went to see more of a disciplined approach because he think this was opening the County up to either costing more or having the managers say it is not worth the hassle to go through and therefore employees who probably should not remain employed will.

Van Dyck continued by providing an example about a School Board who took a case to the Wisconsin Supreme Court regarding a discharged employee which has already cost the school district over \$598,000 and could rise to \$933,000 in legal costs, arbitration costs and back pay. Van Dyck said that he sees just cause as not doing much other than protecting employees that should not be protected and should not have their jobs and he will not support this at this time.

Evans responded that he had seen the case Van Dyck referred to, but said that the processes and procedures can be written into the ordinances. He stated that it is as simple as saying "no pornography" and if someone is in violation of that they are terminated. He is not saying we just put in just cause, he also wants to see that the correct policies and procedures are in place and defined. Ruenzel stated that there is always a danger when you start listing things because things are constantly changing and she used sexting as an example. Evans disagreed with Ruenzel because the Committee meets every month and when the Committee starts to see that things and times are changing, they can bring it up and make the appropriate changes. He felt that to just say that we don't want to do it or list it is really opening up a Pandora's Box. Evans felt if there is just cause and a list of items that currently are in place and if an employee violates that they are terminated. Ruenzel stated that the WCA recommends not being specific because it is limiting under the courts. She said that an exclusive list should be avoided, but you could add language like "such as but not limited to".

Buckley said it is impossible to anticipate every circumstance that could come up and it does not make sense to him to pass it because nothing is spelled out and secondly, he does not want to see it because the Committee and the Board would lose flexibility on trying to address potential employee issues. He continued that the Executive Committee is part of the grievance procedure and if someone wants to make sure that an employee gets a fair shake they would come and listen to the grievance. Further Buckley said that when employees come to County Board or Committee they probably get more favorable treatment than they do from the department heads. Ruenzel agreed that the Committee has been very employee friendly and has been reasonable with them.

Fewell stated that when grievances come to the County Board, the Board is only evaluating whether or not Administration followed the procedures. Lund stated that now the grievances will only go to the Executive Committee. Fewell stated that he tends to agree with Evans on some of this, and he understands that it takes away some of the flexibility, but sometimes there needs to be some structure that is being followed and there needs to be some due diligence by the Administration and on the supervisors to do their job and do it accurately and not just arbitrarily make decisions. He felt there needs to be some procedure that is known by the employees and laid out for them.

Van Dyck agreed with Fewell, but also thinks that what he is saying is let's change the process by which this Committee can make decisions instead of just being a cut and dried issue of did they follow

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procedures and we're not really delving into the facts of the circumstances and making decision on that, but we should be allowed to have more parameters and flexibility to make decisions. He agreed that there have been several things that have come up that he does not necessarily agree with the punishment that was handed out but the Board was only in the position to say whether the process was followed. To him it would make sense for the Committee to have some flexibility but he is not in agreement about what is being discussed here.

Erickson felt that somehow we have to arrive at a happy medium. He does agree with Evans in that we cannot go around handing out blank sheets. He continued that the employee handbook explains certain things that would result in immediate termination. Erickson said he will not pull the second to the motion, but he may make a motion by substitution. He asked if it would be okay to request that the employee handbook be reviewed to see if it reflects the motion. Ruenzel stated that she looked at just cause and found that just cause would override at will. Lund noted that employees do have the right to grieve the termination and Ruenzel responded that that is by State Statute. Lund asked if the employee handbook sets out what an employee can be terminated for besides their job being terminated. Connell noted that there is a list set forth in the handbook. Evans would like HR to send him a link to the employee handbook and he would also like a hard copy.

Motion by substitution made by Supervisor Erickson, seconded by Supervisor Evans to bring back at April meeting and have a copy of this section of the Employee Handbook distributed to the Executive Committee prior to the meeting so a comparison can be made of this resolution and the handbook. Vote taken. MOTION CARRIED UNANIMOUSLY

Reports

16. County Executive Report.

The County Executive was unable to attend the meeting and therefore no report was given.

Motion made by Supervisor Evans, seconded by Supervisor Fewell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

17. Internal Auditor Report.

Internal Auditor Dan Process wished to touch on item 1e of his report contained in the agenda packet which refers to the audit of the asphalt plant. He shared several documents with this with the Committee, copies of which are attached, that outline what has taken place to date. Page One of the handout is a timeline of when the first commination came about and what has followed. He said that there was a compilation of a list put together by Administration, Public Works and himself to identify some accounting firms that could potentially do an audit. On January 22, 2016 five potential CPA firms were contacted. The PD & T meeting was then held on January 25, 2016 at which time moving forward with the audit was discussed. Following PD & T some discussions had occurred with the initial five CPA firms along with an additional four firms that were contracted.

Page Two of the handout is a summary of each of the firms that were contacted regarding the audit and some of their comments. Process wants to make sure that if the audit moves forward, that there is some understanding of what the audit will entail. The bottom of the second page indicates the audit scope and Process wants to be sure that it is understood that the period to be reviewed is the 2015 activity which is the first full year that the asphalt plant was in production.

Erickson said that he would like to see the audit completed with the main thing that has been in discussion is the cost of the asphalt. He noted that there have been some very erroneous accusations made by outside sources that have never come to the Committee or communicated in any way. Erickson

would like to see the audit pursued, get the actual numbers for the end of the year and he would like to see this done by mid-March. He said that it did not look like too many of the audit firms have an interest in this. Process stated that there are three potential firms and he said that one of the criteria was to be sure that the firm had some experience in the field to help alleviate any questions anyone would have based on the audit results. Process also stated that there was one firm that had initial interest but then withdrew. Erickson noted that Schenck is already the County's auditor, they know the County and they have experience. Fewell questioned if that would be a conflict of interest.

Lund noted that the go ahead for the audit will not be approved until County Board as this came out of PD&T. Buckley said we need more than this to vote on and Lund responded that he did not believe the Executive Committee would be voting on this as they are not the oversight Committee for PD&T. Fewell stated that these are preliminary inquiries and asked if there was an RFP sent out. Weininger noted that if the project is under \$10,000 an RFP is not necessary. What happens is they get three bids and then make a selection. Fewell thought that some of these firms would have a conflict of interest.

With regard to conflict of interest, Van Dyck stated that unless they are doing work for specific road builders that would bid on County projects, there should not be a conflict of interest. Van Dyck agreed with Lund in that this should be pulled at County Board and approved. Lund said again that a motion was done at PD & T to do an audit, but Process corrected that there was not a motion. Erickson said that there was a directive to do the audit.

Weininger stated that administratively this can be paid for through professional services if it is less than \$10,000 and all that would be needed is three bids. Now that the auditor is involved, however, it is a little different and he would like to see the Board make an official recommendation after pulling this from the PD & T report.

Erickson stated that the original recommendation was to do a complete audit after 2015 and this is a follow-up to that.

Evans mentioned the "quality of asphalt produced" in the audit scope and asked how an accounting firm will tell us that. Process stated that the Highway Department uses a third party to do testing and those records could be used. Evans said that having the quality of asphalt assessed is very important and he wants to know who is going to be measuring this. Weininger stated that that was part of the original recommendation from the original auditor which was Scheck who has experience doing asphalt plants. Weininger stated that the auditing firm will do the sampling.

Buckley stated that it looks like there are only two firms capable of doing this audit. He does not want to see this rushed because he wants to be sure that it is done right. Weininger felt that both of the potential firms will do a good job on this because they know there is a lot of scrutiny on this and they will do their due diligence.

Motion made by Supervisor Fewell, seconded by Supervisor Evans to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

a) Monthly Status Update: January 1 – January 31, 2016.

Motion made by Supervisor Van Dyck, seconded by Supervisor Evans to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

18. Human Resources Report.

a) Discussion regarding the calculation for the wage adjustment of the .5%, 1%, 2% and 3%.

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Finance Manager Dave Ehlinger provided several documents to the Committee, copies of which are attached. Weininger explained that the intent of the wage adjustment was not a COLA, but the intent of the Board action was to try to get employees to the market.

Ehlinger said that the actual motion that occurred at County Board discussed mid-point and maximum, but did not define what the midpoint and maximum was. The intent in working with Van Dyck earlier were that the quintiles from the class and comp study were to be used. The quintiles went from 80 – 96%, 97 – 104% and 105 – 120%. A determination had to be made what a person's wage compared to the market was. The vast majority did not equal an even percentage. For the individuals who fell between 96% and 97% or 104% and 105% there was no guidance. Basic math rules for rounding were used, so, for instance, between 96 and 97%, 96.5% became the midpoint and anything below 96.5% was rounded down to 96% resulting in 3% and anything above 96.5% was rounded up to 97% resulting in 2%. The same was done between 104 – 105%.

Erickson thought the confusion happened because this was based on 2015 salary. Weininger felt that some of the employees thought there should have been some inflationary adjustment done in 2015 to move salaries up and then do a calculation, but that was not built into the County Board's motion so if inflationary increases were given, additional dollars would have had to be allocated to cover that and also the wage adjustment.

Van Dyck asked if the market compared to was an equal time frame. Senior HR Analyst Christina Connell responded that the information provided by Wipfli was collected in 2014, but aged to 2015. Van Dyck asked if there is someone above market at 104% and they get a 2% increase, would it put them above market? Ehlinger stated that that is correct and the way they understood the motion is that if someone originally got a 2% wage increase which caused them to go into the 105% bracket, that wage increase was adjusted to 1% with the intent of getting people to market, as opposed to a COLA type increase. Ehlinger continued that most individuals in this scenario were capped at 1% instead of 2%. Van Dyck stated that theoretically, if someone was at 104% of market and were entitled to a 2% increase, but that would put them above market, they were backed down to 1% but potentially they could have gotten 1.5% and still stayed in their range. Weininger said that they talked about using a percentage but it was decided to go with the quintiles because that way they worked backwards to determine what percent increase they needed to get to market. Van Dyck said that in theory, assuming everything moves accordingly, they likely received a 1% increase instead of a 2% increase which then following the same protocol next year they may receive a 2% versus a 1% increase. In other words, while it is a negative impact this year, if those individuals were to get 2% this year and the same scenario plays out next year, it would push someone into the above market bracket in which case next year it would be a 1% whereas there is the potential that this year might have been a 1% and next year might be a 2% so all things will equal out possibly. Weininger and Ehlinger both indicated that that was correct.

Supervisor Fewell arrived at 5:55 pm.

Motion made by Supervisor Erickson, seconded by Supervisor Evans to open the floor to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY

-Mike Buhr, 5992 Langes Corners Road, Denmark, Wisconsin

Buhr said that this can be spun anyway you want, but the way he looks at this it is unfair. He said that the way it was presented to him, when you have the workforce doing what they do, and he understands the Committee's jobs are hard, but he came to work for the Highway Department to better himself and the community and he feels that the mechanics and drivers do a great job but are under appreciated and their wages reflect it. He understands that it is hard to compare their jobs to the private sector but he feels that for the last few years they have been getting beat down and he does not want it to continue that way until he has to make a different decision.

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-Steve Sweemer, 13538 Velp Avenue, Green Bay, Wisconsin

Sweemer provided the Committee with a handout, a copy of which is attached. The attachment shows the rate of pay for the mechanics and how it calculates out to 102.69% which should put them at 2%. He continued that HR used their 2016 pay rate to calculate this and then it was rounded up to 105%.

Van Dyck said you cannot use a 2016 pay rate and then a 2015 market rate. Connell noted that the aged market rate for 2015 for a mechanic is \$22.67. Van Dyck said they are applying the 2016 pay increase and then comparing against the 2015 number.

Interim Public Works Director Paul Fontecchio said that the 104.74% is from HR. He continued that the \$22.67 is the 2015 market and when looking at the December 11, 2015 memo from HR, it says 2015 rate, so the 2015 pay into the 2015 market should be 102.69%. To get 104.74% which then was rounded up, you use the 2016 projected pay into the 2015 market. Fontecchio said that it appears that that is what HR did and that is why the employees are here tonight.

Ehlinger stated that without seeing the actual Excel spreadsheet, as Fontecchio said, if it was the 104.74% we are back at 104.74% being rounded up to 105% and because that put them to the quintile above market with the intent to go to market, it was changed from 2% to 1%.

Van Dyck said that he does not have a problem with the rounding, but if what Fontecchio presented is accurate, he does not understand why the 2016 number was divided by the 2015 base because it does not make any sense. If this is how the calculation was done, he agrees that it is not right. Connell responded that the calculations were done based on the 2015 pay rate. The 2015 pay rate was reviewed and then entered into the spreadsheet to calculate whether they were going to get .5%, 1%, 2% or 3%. Van Dyck said that based on what he is seeing presented by the mechanics, they should be receiving a 2% increase.

Ehlinger directed the Committee's attention to the documents he distributed. There is an English translation of the Excel formulas. Van Dyck said that the question is what is being defined as market and if HR is working with 2015 wages, then the market should have been the 2015 number, not applying an increase and then saying we're not comparing it to the 2016 base because that does not make sense. The 2015 base should have been increased before the calculations. The Committee agreed with Van Dyck and Buckley asked Ehlinger if he agreed that the rates are adjusted wrong. Ehlinger responded that he would agree that they compared against the 2015 market using 2016 wage numbers because the plan was not a COLA increase, but rather an adjustment to get the people as close to market as possible. Van Dyck stated that he is an accountant but does not understand the logic of this and that is not the way he would interpret the calculation should be done. He said that taking a person's wages, increasing them by an amount and then comparing them to the 2015 base does not make any sense and he does not understand the logic.

Buckley asked if calculations were made the same way for all employees. Fewell felt that this may be opening a huge can of worms. Lund noted that this issue could be raised for anyone that fell between the percentages.

-Jim Beaupre, E527 Bader Road, Luxemburg, Wisconsin

Beaupre said that this is simple math that they can figure out themselves. If you take where they are at market, where the wage was, it comes up to 102.69%. Then HR took the projected 2016 wage and divided into that which brings them to 104.74% and then rounded it up. That is why they are attending this meeting. He feels that HR had to try to find a way to get them down to 1%. Beaupre continued that when HR sent out the memo saying what they are going to do for raises, any of the guys can figure out what the percentage is against the market.

Motion made by Supervisor Buckley, seconded by Supervisor Evans to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY

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Buckley asked for this to be explained one more time because he does not understand the logic of how the calculations were made. Ehlinger responded that his understanding of the intent of the motion was to have an increase to individuals to get them as close as possible to market as they could. This was as opposed to a COLA increase where they are limited under the Wisconsin Statutes that they can do this. Ehlinger continued that Van Dyck's point that we should be comparing the new rate against the 2016 adjusted rate would have merit except that we do not know what COLA increase to add to the 2015 rate to get to the new 2016 rate and again, they have to be very careful that this is not a COLA increase, it is a wage adjustment. Ehlinger continued that the motion did not talk about a COLA increase. Weininger added that the goal was to take the 2015 wages and try to get those to market, so what was done is they took the percent increase to get the wage rate closest to market without going above market.

Van Dyck understood that this is a not a COLA, and he is okay with that, but the 2015 wage rates should have been compared to the 2015 market. The study was already done and was the basis on which it was compared whether someone was above or below market. He is fine with that and he is fine with making the argument to employees that based on that information and depending where the rounding comes out, that is the way it is and it might be in your favor this year but not next year or vice versa. But he does not know how it can be justified taking the 2015 market rate, taking the 2015 wages and increasing them and then comparing it to a 2015 rate. It does not make any sense and it is like saying when Wipfli did the increase, the numbers should not have been aged. Weininger responded that the Finance Director is saying is that there should have been an additional COLA built in to allow for that. Van Dyck said there is no COLA necessary; they are comparing 2015 wages in the County to a 2015 base rate that has been taken from other people's wages and then saying are they above, below or at market and based on that, they get this increase. Van Dyck does not understand why they add in an increase and then compare.

Motion made by Supervisor Erickson to place the mechanics increase at 2%. No second, no vote taken.

Buckley said he would rather see this go back to have the entire thing recalculated. Fewell noted that nothing can be approved without a fiscal impact. Van Dyck said it should be 2015 compared to 2015. Weininger stated that that is what they did, but Van Dyck disagreed.

Ehlinger stated that he felt there was a difference of opinion on this and as Supervisors, they can make any motion they wish to.

Motion made by Supervisor Van Dyck, seconded by Supervisor Erickson to refer back to Administration to recalculate the 2016 wage increases to compare the 2015 pay to the 2015 market rates and bring back fiscal impact in a month. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

19. Such other matters as authorized by law. None.

20. Adjourn.

Motion made by Supervisor Erickson, seconded by Supervisor Fewell to adjourn at 7:15 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

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HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

March 7, 2016

Departments for position approval process at March 7, 2016 Executive Committee:

Child Support – Clerk/Typist II

Vacated – 2/15/16

Clerk of Courts – Deputy Clerk of Courts I

Vacated – 2/29/16

Clerk of Courts – Deputy Clerk of Courts I (.8 FTE)

Vacated – 3/7/16

District Attorney – Legal Assistant I

Vacated – 3/11/16

Human Resources – Human Resources Associate

Vacated – 3/11/16

Human Services – Economic Support Specialist

Vacated – 2/1/16

Human Services – Lead Economic Support Specialist

Vacated – 2/8/16

Human Services – Financial Supervisor

Vacated – 2/12/16

Planning & Land Services – Administrative Secretary

Vacated – 3/1/16

Planning & Land Services – Survey Crew Chief

Vacated – 2/29/16

Public Works (Facilities) – Housekeeper (.5 FTE)

Vacated – 2/1/16

Public Works (Facilities) – Housekeeper Lead

Vacated – 3/1/16

Public Works (Highway) – Superintendent

Vacated – 3/4/16

UW-Extension – Secretary III (.5 FTE)

Vacated – 2/26/16

CHILD SUPPORT

Brown County

305 E. WALNUT ST.
PO BOX 23600
GREEN BAY, WISCONSIN 54305-3600



February 15, 2016

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration
Brittany Zaehringer, Director of Human Resources
Camille Stymiest, Human Resource Analyst

FROM: Maria Lasecki, Director
Brown County Child Support Agency

SUBJECT: Request to Fill – Child Support Clerk/Typist II

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description has been reviewed, adjustments have been made and it is now current. It has been submitted to HR for the purpose of documenting that it has recently been reviewed and approved.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Child support enforcement is a joint federal, state and local responsibility. The Clerk/Typist II, as a member of the support services unit, works in conjunction with a team of enforcement & paternity specialists, accounting technicians and support services representatives. Collectively, staff provide federally mandated child support enforcement services including: locating absent parents, establishing paternity/financial/medical support orders as well as establishing & enforcing court orders relevant to child support and medical support. This position is responsible for performing legal work to establish and enforce court orders in accordance with federal regulations, state statute and administrative code.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Brown County Child Support Agency handles approximately 14,500 cases. (Brown County is one of Wisconsin's five largest agencies and the IVD caseload continues to grow). Unlike service provision in other areas-child support work requires the coordination of services to at least two or more participants within each case in addition to employers, health insurance providers, guardian ad litem representatives, attorneys and the many other entities involved in child support cases.

This position is responsible to provide support to enforcement staff, paternity staff, Child Support attorneys, the financial unit and the FCC. The person fulfilling the Clerk/Typist II role is responsible for creating and filing legal paperwork such as summons, affidavits, motions and orders for appearance as well as for securing process service when necessary. Above and beyond these duties, the position assists the attorneys with clerical support services when in court and conducts DNA testing for the agency.

In addition to understanding and correctly interpreting the law, the Clerk/Typist II must understand the complexities and legalities of paternity establishment and child support enforcement as well as court procedures, terminology, mandated timeframes based on policy and matters of involving confidentiality. This position requires strong analytical/problem solving skills, excellent communication skills (both orally and in writing), knowledge of the law and legal system and ability to effectively work with individuals of varying backgrounds, cultures, socio-economic status, educational levels and LEP capabilities. The Clerk/Typist II must also be capable of multitasking and be knowledgeable in the use of multiple computer systems.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The continued success of our customer service plan, our enforcement effectiveness and the ability of our call center staff to continue their outreach efforts necessitates that we fill this position. The negative impact the vacancy has on our ability to maximize performance incentives and state/federal funding opportunities is tremendous. Current staff is challenged in keeping up with the workload they have now and, subsequently, this vacancy must be filled expeditiously. If this position were not filled, the vacancy would, without question, negatively affect our performance measurements and subsequent funding for 2017.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient to cover the cost of this position being filled.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Not filling the position (for any period of time) would have a negative effect on the department in many ways. Despite the fact that savings would be achieved while the position remained open, coverage for this area will be maintained by existing staff in addition to their own full time workload. And, funding for the Child Support Agency is based on performance measures which specifically include work performed by this position. It is crucial that any temporary salary savings not be viewed as sustainable, short of emergent situations, as coverage cannot be provided by other staff who: a) are not knowledgeable in the statutes that govern the work that is performed and b) who have very specific performance measures to meet themselves, in order to secure the maximum state and federal funding for the following fiscal year.

Budget Impact Calculation

Department: Child Support
Position: Child Support Clerk/Clerk Typist II

Partial Budget Impact: 2/12/16 - 12/31/16 42 Weeks

Salary \$ 28,130.31

Fringe Benefits \$ 12,269.65

\$ 40,399.96

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 34,828.00

Fringe Benefits \$ 15,191.00

\$ 50,019.00

Note: this position is in the 2016 budget

Position vacated: 2/15/2016

Budgeted hourly wage rate: \$16.68

Total Number of FTEs Budget for this position title in budget: 3

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 3

Number of FTEs filled with this position vacant: 2

Percent of this position staffed: 67%

Analyst Recommendation: This position is responsible for full administrative support for the Child Support Department. Major responsibilities include (but are not limited to) maintaining court schedules, performing DNA tests, and prepping child support court cases. This position is critical to the department due to the high volume of child support cases within Brown County. I recommend for approval. Camille Stymiest, Human Resources Analyst

Contact Maria Lasecki 448.7601

CLERK OF CIRCUIT COURT

100 SOUTH JEFFERSON STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
TELEPHONE (920) 448-4155
FAX (920) 448-4156
WWW.CO.BROWN.WI.US/CLERK_OF_COURTS



JOHN A. VANDER LEEST
CLERK OF CIRCUIT COURT

Feb 25, 2016

TO: County Executive
Human Resources Manager
Director of Administration

FROM: John A. Vander Leest
Clerk of Courts

SUBJECT: Request to Move 0.8 employee to Full time fill Deputy Clerk 0.8

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the AI form.)

The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes. The Deputy Clerks have assigned days to cover court at the Court Commissioner level. These Deputy Clerks cover preliminary hearings, initial appearance, lock-ups, small claims, injunctions and juvenile cases.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Each Deputy Clerk spends about 2 full days of their time in court each week. The rest of the time in the office is handling dispositions from the Branches and other criminal/traffic tasks. This is a very busy position covering court since the volume is consistent.

Alexa Farr- Syrjamaki would assume a full time role from her current 0.8 position. This would allow coverage to be maintained since Ali Winecki will be the Court Coordinator for Branch 7.

Alexa was at a 0.8 position, so I would seek to fill this 0.8 position in March.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

There are already 3 vacant positions within the Clerk of Courts office. This position does not have the flexibility to leave open. This would interrupt court duties to cover the court commissioners.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

We have available funds from the 2016 budget. Both are budgeted positions.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

We will have major issues for court coverage and it will impact the other Branches scheduling. If you consider vacation, sick leave, etc. there are already multiple times a year that a Deputy Clerk has to help cover for Court Coordinators. They are essential positions to maintain the courts in Brown County.

Budget Impact Calculation

Department: Clerk of Courts
Position: Deputy Clerk

Partial Budget Impact: 2/29/16 - 12/31/16 43 Weeks

Salary \$ 31,701.75

Fringe Benefits \$ 13,002.54

\$ 44,704.29

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 38,337.00

Fringe Benefits \$ 15,724.00

\$ 54,061.00

Note: this position is in the 2016 budget

Position vacated: 2/29/2016

Budgeted hourly wage rate: \$19.66

Total Number of FTEs Budget for this position title in budget: 5.6

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 5.6

Number of FTEs filled with this position vacant: 4.6

Percent of this position staffed: 82%

Analyst Recommendation: This position is vacant due to an internal transfer. This position is responsible for covering court cases Monday through Friday, maintaining court coverage throughout the busiest times in the week. I recommend for approval. Camille Stymiest, Human Resources Analyst.

Contact

John Vander Leest

CLERK OF CIRCUIT COURT

100 SOUTH JEFFERSON STREET
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JOHN A. VANDER LEEST
CLERK OF CIRCUIT COURT

Feb 25, 2016

TO: County Executive
Human Resources Manager
Director of Administration

FROM: John A. Vander Leest
Clerk of Courts

SUBJECT: Request to Move 0.8 employee to Full time & fill Deputy Clerk 0.8

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the AI form.)

The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes. The Deputy Clerks have assigned days to cover court at the Court Commissioner level. These Deputy Clerks cover preliminary hearings, initial appearance, lock-ups, small claims, injunctions and juvenile cases.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Each Deputy Clerk spends about 2 full days of their time in court each week. The rest of the time in the office is handling dispositions from the Branches and other criminal/traffic tasks. This is a very busy position covering court since the volume is consistent.

Alexa Farr- Syrjamaki would assume a full time role from her current 0.8 position. This would allow coverage to be maintained since Ali Winecki will be the Court Coordinator for Branch 7.

Alexa was at a 0.8 position, so I would seek to fill this 0.8 position in March.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

There are already 3 vacant positions within the Clerk of Courts office. This position does not have the flexibility to leave open. This would interrupt court duties to cover the court commissioners.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

We have available funds from the 2016 budget. Both are budgeted positions.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

We will have major issues for court coverage and it will impact the other Branches scheduling. If you consider vacation, sick leave, etc. there are already multiple times a year that a Deputy Clerk has to help cover for Court Coordinators. They are essential positions to maintain the courts in Brown County.

Budget Impact Calculation

Department: Clerk of Courts
Position: Deputy Clerk (.8 FTE)

Partial Budget Impact: 3/7/16 - 12/31/16 42 Weeks

Salary \$ 23,310.00

Fringe Benefits \$ 9,946.73

\$ 33,256.73

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 28,860.00

Fringe Benefits \$ 12,315.00

\$ 41,175.00

Note: this position is in the 2016 budget

Position vacated: 3/7/2016

Budgeted hourly wage rate: \$18.50

Total Number of FTEs Budget for this position title in budget: 5.6

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 5.6

Number of FTEs filled with this position vacant: 4.6

Percent of this position staffed: 82%

Analyst Recommendation: This position is vacant due to an internal transfer (employee is moving from a 0.8 FTE to a 1.0 FTE within the department). This position is responsible for covering court cases Monday through Friday, maintaining court coverage throughout the busiest times in the week. I recommend for approval. Camille Stymiest, Human Resources Analyst.

Contact John Vander Leest

OFFICE OF THE DISTRICT ATTORNEY

300 E. WALNUT STREET, P.O. BOX 23600
GREEN BAY, WI 54305-3600
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DAVID L. LASEE DISTRICT ATTORNEY

DEPUTY DISTRICT ATTORNEYS

Dana J. Johnson
Mary M. Kerrigan-Mares

VICTIM WITNESS COORDINATOR

Karen H. Dorau
(920) 448-4194

SPECIAL PROSECUTORS

Lawrence J. Lasee
Kari A. Hoffman

CONTRACT SPECIAL PROSECUTOR

Bryant Dorsey

ASSISTANT DISTRICT ATTORNEYS

Wendy W. Lemkuil
Amy R.G. Pautzke
John F. Luetscher
Kevin G. Greene
Eric R. Enli
Beau G. Liegeois
Kate R. Zuidmulder
Sarah E. Belair
Cynthia L. Vopal
Karyn E. Behling
Carley N. Miller

February 26, 2016

TO: Troy Streckenbach, County Executive
Brittney Zaehring, Human Resources Director
Chad Weininger, Director of Administration

FROM: David L. Lasee, District Attorney

SUBJECT: Request to Fill – Legal Assistant I

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, the duties are essential. This position provides direct support services to crime victims and witnesses as set forth in Chapter 950 of the Wisconsin Statutes. Explain, answer questions and assist crime victims and witnesses through the court process. To ensure that all crime victims and witnesses are treated with dignity, respect, courtesy and sensitivity.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

This position requires daily tasks and notification of court dates and cancellations for crime victims and Witnesses to meet statutory and court deadlines.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations.

Considerations should include consolidating, eliminating and/or outsource job responsibilities. The variety of job duties that this position is responsible for are as streamlined as possible, this position is critical

To maintaining compliance with Chapter 950 of the Wisconsin Statutes to facilitate criminal prosecution.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The responsibilities would fall on existing full-time staff which would be less cost effective.

Budget Impact Calculation

Department: District Attorney
Position: Legal Assistant I

Partial Budget Impact: 2/12/16 - 12/31/16 42 Weeks

Salary \$ 27,547.15

Fringe Benefits \$ 12,181.62

\$ 39,728.77

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 34,106.00

Fringe Benefits \$ 15,082.00

\$ 49,188.00

Note: this position is in the 2016 budget

Position vacated: 3/11/2016

Budgeted hourly wage rate: \$17.49

Total Number of FTEs Budget for this position title in budget: 1

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 1

Number of FTEs filled with this position vacant: 0

Percent of this position staffed: 0%

Analyst Recommendation: This position is responsible for providing support to victims and witnesses on a day to day basis by walking them through the court process. It is essential to fill this position based upon Chapter 950 of the Wisconsin Statutes. The position is responsible for important pieces within the court hearing such as court cancellations and court deadlines for witnesses and victims. I approve this request.
Camille Stymiest, Human Resources Analyst

Contact David Lasee 920.448.6314

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HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

February 29, 2016

TO: County Executive
Director of Administration

FROM: Christina Connell – Senior HR Analyst
Human Resources

SUBJECT: Request to Fill – Human Resources Associate

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)
 - It has been updated.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
 - This position is responsible for assisting in the onboarding process for Brown County. Position conducts new hire orientation, offer/transfer letters, enters new hires into LOGOS, WRS enrollment, is backup for receptionist duties, and assists the HR Analysts with onboarding.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
 - Performance is measured by new hire set up and execution.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
 - The opening allows the department to review duties but is overall still a requirement.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
 - This position is fully funded for 2016.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
 - This position is vital in the recruitment and onboarding process. By now filling it will cause delays and shortfalls in such an integral part of Human Resources.

5

Budget Impact Calculation

Department: Human Resources

Position: HR Associate

Partial Budget Impact: 3/14/16 - 12/31/16 41 Weeks

Salary \$ 30,602.56

Fringe Benefits \$ 12,452.96

\$ 43,055.52

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 38,813.00

Fringe Benefits \$ 15,794.00

\$ 54,607.00

Note: this position is in the 2016 budget

Position vacated: 3/11/2016

Budgeted hourly wage rate: \$18.66

Total Number of FTEs Budget for this position title in budget: 2

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 2

Number of FTEs filled with this position vacant: 1

Percent of this position staffed: 50%

Analyst Recommendation: This position is responsible in assisting with the onboarding process for Brown County. By not filling this position the process could be delayed and onboarding could be affected. Recommend Approval. Christina Connell Senior Analyst

Contact

Christina Connell 448-4408

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

February 1, 2016

TO: Troy Streckenbach, County Executive
Chad Weininger, Director, Department of Administration

FROM: Jenny Hoffman, Economic Support Administrator
Brown County Human Services

SUBJECT: Economic Support Specialist – request to fill position

1. Is the position description current or does it require updates?

The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes. The Economic Support programs are state mandated programs and are governed under Chapter 49 of the Wisconsin State Statutes. FoodShare, Medicaid, Badgercare Plus, and the Wisconsin Shares Child Care Assistance programs are **state mandated** entitlement programs and there are no waiting lists for benefits or services. Wisconsin Home Energy Assistance program is under Ch 16 of the WI State Statutes.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Economic Support Specialists determine eligibility for low income families for the foodshare, child care, energy and healthcare (Badgercare Plus and Medicaid) programs. The Economic Support unit handles over 25,000 cases; the total caseload has increased significantly since 2009 (16,000 cases). This unit has a high workload volume coupled with a large volume of policy and systems changes which can occur weekly, monthly, and/or annually. Multiple performance standards imposed by the Department of Health Services and Department of Children and Families have to be met so we are in compliance. These State Performance Standards include:

- Call/Change Center – performance standards related to speed of answer and wait times must be met.
- Overpayment recovery. Processing of overpayments – 15% fiscal incentive received on all overpayment collections.
- Timely Case Processing – 95% standard for timely application processing. Applications must be processed within 30 days.
- Case Closure Accuracy – FoodShare Negative Case Error Rate – Must not exceed 6% annually.
- Payment Accuracy – FoodShare Active Payment Error Rate – Must not exceed 5.5% annually.
- Payment Accuracy – Wisconsin Medicaid and Badgercare Plus Error Rate – Must not exceed 3% annually.

*Failure to meet these performance standards could result in corrective action by the state, including fiscal penalties.



4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

Processes have been streamlined over the past several years in an effort to maximize our resources and reduce costs.

- Effective 1/1/12, due to the State biennial budget, we consolidated with 4 other counties to provide these services as a multi county consortium.
- The Economic Support Administrator, supervisors and staff continually review priorities and explore efficiencies. We will continue to evaluate workload and develop process improvements.
- Workload workgroup comprised of management and line staff meet to discuss alternative ways of processing work to become more effective and efficient. Changes to processes are implemented and monitored for effectiveness.
- We will continue to utilize the LEAN process to develop efficiencies and standardize processes.
- We continue to run a Change and Information Center that created much efficiency in work processes. The Change Center improved customer service and shifted how we manage workload so we were able to take on more work without adding staff, all while maintaining a high level of payment accuracy and program integrity.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling these positions. Economic Support receives funding from the Department of Children and Families and Department of Health Services. Approximately 75% of the cost of these positions are paid for by these departments.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all
Economic Support Services are entitlement programs and cannot be reduced or eliminated. State requirements, deadlines, and monitoring require that a caseload does not remain uncovered. Additional cases due to vacancies and medical leaves are distributed amongst remaining eligibility workers.

- Impacts of not filling the position 3, 6, 12 months:
 - Decrease in quality customer service.
 - Basic needs of our consumers may not be met or met timely.
 - Delay in benefits to consumers in crisis and need.
 - Adverse affects on community based providers. (food pantries, medical providers, Human Services child & adult protection units, CTC.)
 - Failure to meet ES performance standards (above) could result in corrective action by the State, including fiscal penalties.

Budget Impact Calculation

Department: Human Services/Economic Support
Position: Economic Support Specialist

Partial Budget Impact: 2/1/16 - 12/31/16 42 Weeks

Salary \$ 25,735.50

Fringe Benefits \$ 16,896.92

\$ 42,632.42

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 31,863.00

Fringe Benefits \$ 20,920.00

\$ 52,783.00

Note: This position is in the 2016 budget.

Position vacated: 2/1/2016

Budgeted hourly wage rate: \$16.34

Total Number of FTEs Budget for this position title in budget: 50

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 50

Number of FTEs filled with this position vacant: 49

Percent of this position staffed: 98%

Analyst Recommendation: Vacancy is due to a termination. Economic Support Specialists are responsible for determining eligibility for low income families for the food share, child care, healthcare (BadgerCare and Medicaid) and Energy Assistance programs. Total caseload is over 25,000 cases. ESS staff are required to meet state case processing timeframes, issue accurate benefits, and meet the basic needs of the low income families served. Failure to meet State performance measures and timeframes could result in fiscal penalties. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact Jenny Hoffman 448-6367

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

January 28, 2016

TO: Troy Streckenbach, County Executive
Chad Weininger, Department of Administration

FROM: Jenny Hoffman, Economic Support Administrator
Brown County Human Services

SUBJECT: Lead Economic Support Specialist– request to fill vacancy

1. Is the position description current or does it require updates?

The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes. The Economic Support programs are state mandated programs and are governed under Chapter 49 of the Wisconsin State Statutes. FoodShare, Medicaid, Badgercare Plus, and the Wisconsin Shares Child Care Assistance programs are **state mandated** entitlement programs and there are no waiting lists for benefits or services. Wisconsin Home Energy Assistance program is under Ch 16 of the WI State Statutes.

This position is critical to the operation of the Economic Support Department as s/he:

- Discusses cases with workers and makes decisions regarding applications, reviews and changes; directs the staff in an effort to solve problems of clients and offers suggestions to rectify problems. Researches policy and provides technical assistance to staff through use of handbooks, manuals, computer systems or state call center for correct case processing and eligibility determination.
- Receives and responds to technical questions from staff, consumers and general public about programs and services.
- Ensures Economic Support policies are interpreted and presented correctly to staff.
- Assists in the training of new Economic Support Specialists by observing interviews and reviewing case work prior to confirmation of benefits to ensure accuracy.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Economic Support Division determines eligibility for low income families for the foodshare, child care, energy and healthcare (Badgercare Plus and Medicaid) programs; serving over 25,000 households.

This position functions in a leadership role consulting with Economic Support Supervisors and Administrator on policy, procedures, training and quality improvement.

The Lead Economic Support Specialist is a critical and necessary position in the Economic Support day to day operations. This lead position is vital in providing policy and technical guidance to Economic Support staff – numerous state policies and systems changes have been implemented and this lead position assists in providing training and technical assistance for new and ongoing staff along with maintaining a partial caseload.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The Economic Support Division embraces lean concepts and continually looks at streamlining processes and overall operations.

It is necessary to fill this vacancy to continue with proper administration and oversight of the Economic Support Programs. Economic Support must comply with State regulations or we could face penalties including fiscal sanctions from the State.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling these positions. Economic Support receives funding from the Department of Children and Families and Department of Health Services. Approximately 75% of the cost of these positions are paid for by these departments.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all

If this position was not filled, staff would not have the technical and policy support they need to make appropriate decisions on cases. Accurate issuance of benefits would be jeopardized. Increase in administrative fair hearings would be incurred which would have a workload and financial impact on this department. Consumer questions and complaints will increase impacting not only the remaining staff in the department, but also community partners including medical providers, food pantries, daycare providers, other human services units and the aging and disability resource center.

Budget Impact Calculation

Department: Human Services/Economic Support
Position: Lead Economic Support Specialist

Partial Budget Impact: 2/8/16 - 12/31/16 42 Weeks

Salary \$ 35,968.96

Fringe Benefits \$ 18,472.73

\$ 54,441.69

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 44,533.00

Fringe Benefits \$ 22,871.00

\$ 67,404.00

Note: This position is in the 2016 budget.

Position vacated: 2/8/2016

Budgeted hourly wage rate: \$21.41

Total Number of FTEs Budget for this position title in budget: 3

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 3

Number of FTEs filled with this position vacant: 2

Percent of this position staffed: 67%

Analyst Recommendation: Vacancy is due to a promotion. Economic Support Specialists are responsible for determining eligibility for low income families for the food share, child care, healthcare (BadgerCare and Medicaid) and Energy Assistance programs. Total caseload is over 25,000 cases. The lead ESS trains new staff, provides technical and programmatic assistance to staff and reviews the work of new staff. The position functions in a leadership role consulting with ESS Supervisors and Administrator on policy, procedures, training and quality improvement. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact Jenny Hoffman 448-6367

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Phone (920) 448-6000 Fax (920) 448-6166

Erik Pritzl, Executive Director

February 4, 2016

TO: County Executive
Human Resources Director
Director of Administration

FROM: Erik Pritzl, Executive Director
Human Services Department

SUBJECT: Request to Fill – Financial Supervisor position

1. Is the position description current or does it require updates?

Yes, the position description has been reviewed and updated.

2. Are the duties of the position related to an essential (mandatory) service?

Yes, this is an essential position for the department with primary responsibility for the administrative AMSO allocation, WIMCR reporting, the claiming process for state contracted programs, and accounting/reporting related to Brown County HS as the lead agency for the regional Economic Support consortium in NE Wisconsin. This position supervises 9 clerical staff and the HS Accountant for a portion of his time spent on Community Programs accounting.

3. Describe job performance measurement for this position.

The position must complete all primary duties including those noted above as well as monthly and year-end accounting, budget preparation, and monthly actual vs. budget monitoring for assigned HS operating units (Administration and Economic Support) and special projects as assigned. In addition this position must effectively supervise nine directly reporting staff members and the HS accountant for certain assignments including a working understanding of their duties.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The current Financial Supervisor has reorganized and improved a number of key processes for the department including AMSO allocation working with a consultant from Schenck, WIMCR reporting, state claims processing, and lead agency Economic Support consortium accounting and reporting to other member counties. Recruiting a quality candidate to continue these process improvement efforts is very important to the department and county.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

It is anticipated that a quality candidate can be found within the budgeted salary for position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Starting immediately Human Services department accounting and reporting would gradually become more and more delayed until critical deadlines would be missed.



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Budget Impact Calculation

Department: Human Services
Position: Financial Supervisor

Partial Budget Impact: 2/12/16 - 12/31/16 42 Weeks

Salary \$ 48,904.96

Fringe Benefits \$ 20,465.31

\$ 69,370.27

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 60,549.00

Fringe Benefits \$ 25,338.00

\$ 85,887.00

Note: This position is in the 2016 budget.

Position vacated: 2/12/2016

Budgeted hourly wage rate: \$29.11

Total Number of FTEs Budget for this position title in budget: 1

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 1

Number of FTEs filled with this position vacant: 0

Percent of this position staffed: 0%

Analyst Recommendation: Vacancy is due to a resignation. The Financial Supervisor's primary responsibility is for the administrative AMSO allocation, WIMCR reporting, the claiming process for state contracted programs and accounting/reporting related to Brown County HS as the lead agency for the regional Economic Support consortium in NE Wisconsin. This position supervises 9 clerical staff and the HS Accountant at CTC due to the portion of time spent on Community Programs accounting. I recommend approval.
Lorrie M. Blaylock, HR Analyst

Contact

Erik Pritzl

448-6005

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PLANNING COMMISSION

Brown County

305 E. WALNUT STREET, ROOM 320
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-6480 FAX (920) 448-4487
WEB SITE www.co.brown.wi.us/planning



CHUCK LAMINE, AICP

PLANNING DIRECTOR

DATE: February 23, 2016

TO: Troy Streckenbach, County Executive
Brittany Zaehring, Human Resources Director
Chad Weininger, Director of Administration

FROM: Chuck Lamine, Planning Director

A handwritten signature in black ink, appearing to read "Chuck Lamine", written over the "FROM:" line.

SUBJECT: Request to Fill – Administrative Secretary

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, position provides primary support to the Zoning division of the Planning and Land Services (PALS) Department which has mandated regulatory responsibilities for private onsite wastewater treatment system (POWTS) and shoreland zoning administration. This position performs the data entry of new and existing sanitary permit files to include scanning and linking to GIS.

This position also provides essential assistance in requesting purchase orders, receipt of good numbers, and provides essential assistance in proofing large planning documents such as comprehensive plans, open space and recreation plans and the Brown County Sewage Plan.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
 - Enter, manage, and maintain Zoning's private onsite wastewater treatment system and shoreland records.
 - Review for accuracy all entries of sanitary and shoreland permits in Zoning's electronic ledger to avoid potential issues related to incorrect entries.



- Manage the mailing, entry, and following through to gain compliance of the mandatory 3-year inspection notices for private onsite wastewater treatment systems.
 - Learn the process of land divisions as they relate to Zoning's records and update the records accordingly.
 - Perform monthly copy machine readings and the quarterly customer billing.
 - Coordinate and perform the formatting and preparation for printing large plan documents.
 - Answering incoming phone calls and assists walk-in customers.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

Evaluation of skill sets for applicants to this position will provide opportunities to match these skill sets to the needs of the department going forward.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds exist for the position. The Zoning division of the PALS Department is completely funded with permit and user fees and is not on the levy.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Not filling this position in a timely manner will result in a decrease in timely mandated regulatory responsibilities for the private onsite wastewater treatment system and shoreland zoning administration, and decrease in customer service. Higher paid administrative staff will have to fill in to complete front office tasks in a less efficient manner, as they are not likely to have adequate skills to perform many of these duties.

Budget Impact Calculation

Department: Planning & Land Services
Position: Administrative Secretary

Partial Budget Impact: 2/12/16 - 12/31/16 42 Weeks

Salary \$ 28,855.62

Fringe Benefits \$ 12,379.50

\$ 41,235.12

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 35,726.00

Fringe Benefits \$ 15,327.00

\$ 51,053.00

Note: this position is in the 2016 budget

Position vacated: 3/1/2016

Budgeted hourly wage rate: \$17.11

Total Number of FTEs Budget for this position title in budget: 3

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 3

Number of FTEs filled with this position vacant: 2

Percent of this position staffed: 67%

Analyst Recommendation: The Planning and Land Services Department relies heavily on administrative support for their day to day activity. Being a small office, all areas within the department utilize the Administrative Secretary. Without filling the position, staff members will need to delegate the responsibilities of the Administrative Secretary which takes them away from their core responsibilities. I recommend for approval. Camille Stymiest, Human Resources Analyst

Contact Chuck Lamine 448.6484

PLANNING COMMISSION

Brown County

305 E. WALNUT STREET, ROOM 320
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-6480 FAX (920) 448-4487
WEB SITE www.co.brown.wi.us/planning



CHUCK LAMINE, AICP

PLANNING DIRECTOR

DATE: February 25, 2016

TO: Troy Streckenbach, County Executive
Brittany Zaehring, Human Resources Manager
Chad Weininger, Director of Administration

FROM: Chuck Lamine, Planning Director
Planning and Land Services (PALS)

A handwritten signature in black ink, appearing to read "Chuck Lamine", written over the "FROM:" line.

SUBJECT: Request to Fill – Survey Crew Chief

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

The position description has been reviewed and updated.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes. This position is critical to completing the statutorily mandated duties under 59.45 (1) County Surveyor duties & 59.74 (2) Perpetuation of Section corner, landmarks. Those duties include monumentation and maintenance of the U.S. Public Land Survey System and indexing, filing, and maintaining the public survey records.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Performance measures for this position include timely and successful completion of scheduled public land survey corner remonumentation and maintenance. The work product for this position serves the general public, state agencies such as the Wisconsin Department of Transportation (WDOT), and other county departments. Output is measured on the number of corners reestablished and surveys indexed.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The PALS Department has previously made many strides in streamlining and creating efficiencies for this position. We have invested in specialized GPS and robotic equipment that allows us to run a one person field crew versus a two man operation for much of the field work. Additionally, the indexing and filing of the public survey records backlog is in the process of

being converted to a digital product which will be made available to our customers via the Internet.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient and in place. Additionally this position performs a portion of the duties offset by a \$50,000 Land Information Office grant.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Work performed by this position arrives every day. The nature of the work is directly related to the needs of the public for access to up-to-date land survey records and land corners. Additionally, this position performs survey related field work for other county departments (Public Works, Parks, and Land Conservation etc.) and state agencies (WDOT and WDNR). A delay in filling this position would result in the further deterioration of our public land survey system corner infrastructure and create a greater backlog of surveys needing indexing. The construction season brings even more pressure to complete new and unforeseen maintenance projects as they are reported to us. Land corner destruction spikes due to road building and utility activities. Construction companies routinely report work activities that endanger the public land corners and we have a short amount of time to secure the position of the corner prior to destruction. In 2015 we assigned staff in this position to a large project for CTH D. This saved the County Public Works Department \$30,000 in potential private consultant fees. In past years we have utilized the staff in this position by completing work for many revenue generating projects on a contract basis for the WDOT. As mentioned above this position performs a portion of the duties offset by a \$50,000 Land Information Office grant. Failure to have the position filled jeopardizes access to these grant funds.

Budget Impact Calculation

Department: Planning and Land Services
Position: Survey Crew Chief

Partial Budget Impact: 2/29/16 - 12/31/16 43 Weeks

Salary \$ 38,012.00

Fringe Benefits \$ 13,956.81

\$ 51,968.81

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 45,968.00

Fringe Benefits \$ 16,878.00

\$ 62,846.00

Note: this position is in the 2016 budget

Position vacated: 2/29/2014

Budgeted hourly wage rate: \$22.10

Total Number of FTEs Budget for this position title in budget: 2

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 2

Number of FTEs filled with this position vacant: 1

Percent of this position staffed: 50%

Analyst Recommendation: This position is critical to the Planning and Land Services department as it is responsible for completing statutorily mandated duties under 59.45 (1) County Surveyor duties and 59.74 (2) Perpetuation of Section corner, landmarks. Due to the size of the department, as well the necessary and heavy workload of the Survey Crew Chief it is essential to refill the position in a timely manner. I recommend for approval. Camille Stymiest, Human Resources Analyst.

Contact Chuck Lamine 448.6484

PUBLIC WORKS

Brown County



BROWN COUNTY COMMUNITY TREATMENT CENTER
3150 GERSHWIN DRIVE
GREEN BAY, WISCONSIN 54311

PHONE (920) 391-4856 FAX (920) 391-4869
E-MAIL leboeuf_dl@co.brown.wi.us

DIANE L. LE BOEUF, CEH
HOUSEKEEPING MANAGER

February 1, 2016

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration

FROM: Diane LeBoeuf, Housekeeping Manager
Public Works Facility Management Division

RE: Request to fill – .5 FTE Housekeeper – BCCTC/Shelter Care/911

1. *Is this position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A- 1 form).*

Yes, it is current.

2. *Are the duties of the position related to essential (mandatory) services? If yes, please explain.*

- Yes, all Housekeeping personnel and the services they provide at the Brown County Community Treatment Center and at Shelter Care are necessary. They provide a clean, safe, sanitary and attractive environment for all residents and clients, visitors, employees, and the general public. It is difficult to keep a healthcare facility clean and infection free. After all, healthcare facilities are very busy places, especially since both CTC and Shelter Care are 24/7. Our Housekeeping team has to constantly keep on their toes to keep up with resident and patient rooms, waiting rooms, Out Patient, Lab, Doctor Exam rooms, staff areas and all the Public areas within these buildings. It is a revolving door of messes with a high importance of infection control; our housekeeping team is the first line of defense. The CTC and Shelter Care both fall under strict cleanliness and infection control regulations by the State of Wisconsin Surveyors. In order for the County to keep its licensure, their guidelines must be followed. The State of Wisconsin Surveyors require that the CTC has housekeeping coverage on the weekends and holidays in addition to the weekdays.
- Proper cleaning and maintenance of our County buildings is necessary to meet and exceed the building's life expectancy and this includes the life expectancy of the interiors and furnishings as well.
- These positions complete routine cleaning and project work. They use various types of cleaning equipment including carpet extractors, floor buffers/burnishers, upholstery extractions, floor scrubbers and other miscellaneous equipment. They are required by the State of Wisconsin to attend an Educational in-service once per year. During our team meetings we routinely discuss new infection control information and cleaning techniques, we currently use all Green chemicals, equipment, and techniques, which require additional training.
- The Housekeeping staff at CTC also completes the room set up and takes downs for all events at CTC, deliver the clean laundry carts to the respective areas, and many other tasks.

3. *Describe job performance measurement for this position (clients, caseload, work output, etc.)*

- Housekeeping performance is measured by quality inspections of the areas they are assigned, feedback from employees, and internal and external customers. The Housekeeping department goes through a rigorous inspection from the State of Wisconsin Surveyors which with the Nicolet Psych Hospital –the CTC falls under the State of Wisconsin Medical Hospital codes. Shelter Care also receives inspections from the State of Wisconsin. Brown County staff also rates well above the average per hour square foot cleaning.

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- The Brown County Community Treatment Center has residents and clients that are admitted with contagious diseases – This building has not yet had one building acquired MRSA case, these all have come from the outside - This speaks for itself.
 - Clean and sanitary buildings provide a better living environment for Nursing Home residents and Hospital clients; it also creates a good working environment for all employees which in turn reduce absenteeism.
4. *Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating, and/or outsource job responsibilities.*
- In 2012 we have reduced staff from a .5 FTE Housekeeping Services Aid / Seamstress that was eliminated (which has been vacant since July 15, 2010). I have been having a Housekeeper fill in for those services since; which has made the housekeeping department a .5 FTE shorter. To make up for this shortage, I have implemented that the Office & Admin employees empty their own trash and recycling beginning in January 2012. Some of the residents here have family that could do the repairs and alterations on the residents clothing but many do not have a family, so we will continue to supply this service with a housekeeper on a part time basis. We also have to label all clothing and linen items as all laundry items go to the Jail for processing. None of these items are washed in their "own" loads so labels are required.
 - This position .5 FTE position will be vacant as of the end of the day 1/31/16 due to a transfer. This position is in the 2016 budget.
 - Staff is currently working overtime and I have one of my part-time (.5) employees working full time hours and overtime.
 - In 2012-I have dropped the amount of employees allowed to take off on vacation from 2 people off Monday thru Friday down to 1 employee to be off at one time. This has allowed for the elimination of the 1.0 FTE that retired on 12/29/2010.
 - Window washing was once a contracted service but 8-9 years ago it was cut out of the CTC's budget and Brown County staff now does the window washing.
 - In-house employees per my own personal experience, internal customer opinions, and the opinion of the County Board provide reliability, trustworthiness, confidentiality, and flexibility of staff. We monitor staff and evaluate them on a regular basis. Previous yearly reorganization efforts have decreases staff significantly to the point that there is no "fat" left to remove.
5. *Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset the projected budget shortfalls?*
- Yes. The 2016 budget has 8.5 FTE's in Housekeeping for CTC and Shelter Care. With the leaving of this part time FTE open .and still in the budget. As in question #4, we may have to use costly overtime and temporary staff to keep these buildings at their current required cleanliness standards. Temp employees have been used in the past – the majority of the time was with substandard results.
6. *What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?*
- The result of not filling this position would result in an increase of overtime, employee burnout and injuries-possible additional work comp claims, increased absenteeism, low moral which effects productivity, unsanitary and unsafe conditions for residents, staff and visitors, infection control issues, possible State violations of the Life Safety Codes and hefty fines.
 - The life expectancy of furnishings, floors, and interiors would be reduced and replacement of materials wood occurs more often without the proper maintenance and cleaning, which is a costly thing to do. We need to keep the County's investments clean and well maintained.

Budget Impact Calculation

Department: Public Works- Facility
Position: Housekeeper (.5 FTE)

Partial Budget Impact: 2/12/16 - 12/31/16 42 Weeks

Salary \$ 13,750.96

Fringe Benefits \$ 6,108.58

\$ 19,859.54

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 17,025.00

Fringe Benefits \$ 7,563.00

\$ 24,588.00

Note: this position is in the 2016 budget

Position vacated: 2/1/2016

Budgeted hourly wage rate: \$16.37

Total Number of FTEs Budget for this position title in budget: 8.5

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 8.5

Number of FTEs filled with this position vacant: 8

Percent of this position staffed: 94%

Analyst Recommendation: This position is essential for making sure our county buildings are clean and safe for our employees and the public. The duties include but are not limited to, parking lot upkeep, plant and ground maintenance, snow removal, trash pickup and building repairs. I recommend for approval.
Camille Stymiest, Human Resources Analyst

Contact Paul Fontecchio 920.448.2170

PUBLIC WORKS

Brown County

BROWN COUNTY COMMUNITY TREATMENT CENTER
3150 GERSHWIN DRIVE
GREEN BAY, WISCONSIN 54311

PHONE (920) 391-4856 FAX (920) 391-4869
E-MAIL LEBOEUF_DL@CO.BROWN.WI.US



DIANE L. LE BOEUF, CEH
HOUSEKEEPING MANAGER

February 10, 2016

TO: Troy Streckenbach, County Executive
Chad Weininger, Administration Director
Brittany Zaehring, Human Resources Director

FROM: Diane LeBoeuf, Housekeeping Manager
Public Works - Facilities Management Division

RE: Request to fill – 1.0 FTE Lead Housekeeper

1. *Is this position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A- 1 form).*

Yes, it is current.

2. *Are the duties of the position related to essential (mandatory) services? If yes, please explain.*

- Yes, this position is essential.
- Works under the general direction of the Housekeeping Manager; schedules and assigns work to the Courthouse Square Campus Housekeeping staff.
- Monitors staff performance and recommends changes to improve performance.
- Provides training of staff on proper and safe cleaning procedures and methods for maintaining our County buildings. This is necessary to meet and exceed the building's life expectancy and this includes the life expectancy of the interiors and furnishings as well.
- The Lead Housekeeper performs housekeeping duties as well.

3. *Describe job performance measurement for this position (clients, caseload, work output, etc.)*

- Lead Housekeeper performance is measured by feedback from employees; internal and external customers; and is monitored by the Housekeeping Manager.
- When the Lead Housekeeper is performing housekeeping duties; by working in various buildings will be able to monitor housekeeping staff performance.
- The current housekeeping clean rates well above the average per hour square foot cleaning.
- Clean and sanitary buildings provide a better working environment for all building occupants; it also creates a good working environment for all employees which in turn reduce absenteeism.
- In-house employees per my own personal experience, internal customer opinions, and the opinion of the County Board provide a reliability, trustworthiness, confidentiality and flexibility of staff. We monitor staff and evaluate them on a regular basis.

12

4. *Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating, and/or outsource job responsibilities.*

- This position 1.0 FTE position is vacant as of the end of the day 3/1/2016. This position is in the 2016 budget.
- My staff will need to work more overtime and continue to use temps to keep up with the work as this position also performs housekeeping duties.
- Previous yearly reorganization efforts have decreased staff significantly to the point that there is not "fat" left to remove.
- 2012-we dropped the amount of employees allowed to take off on vacation from 2 people (Monday thru Friday) down to 1 employee to be off at one time-this includes the Lead Housekeeper position.

5. *Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset the projected budget shortfalls?*

Yes. The 2016 budget has 1.0 FTE in the Lead Housekeeper position for the CHS buildings. As in question #4, we will need to use more costly overtime and temporary staff to keep these buildings at their current required cleanliness standards. Temp employees have been used in the past – the majority of the time, this was with substandard results.

6. *What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?*

- The result of not filling this position would result in an increase of overtime, employee burnout and injuries-possible additional work comp claims, increased absenteeism, low moral which effects productivity, unsanitary and unsafe conditions for all building occupants. The Lead position also performs cleaning duties.
- The life expectancy of furnishings, floors, and interiors would be reduced and replacement of materials wood occurs more often without the proper maintenance and cleaning, which is a costly thing to do. We need to keep the County's investments clean and well maintained.

Budget Impact Calculation

Department: Public Works/ Facilities Management
Position: Lead Housekeeper

Partial Budget Impact: 2/12/16 - 12/31/16 42 Weeks

Salary \$ 28,062.46

Fringe Benefits \$ 12,259.96

\$ 40,322.42

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 34,744.00

Fringe Benefits \$ 15,179.00

\$ 49,923.00

Note: this position is in the 2016 budget

Position vacated: 3/1/2016

Budgeted hourly wage rate: \$16.64

Total Number of FTEs Budget for this position title in budget: 1

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 1

Number of FTEs filled with this position vacant: 0

Percent of this position staffed: 0%

Analyst Recommendation: Due to the State of WI and Federal cleaning standards, it is crucial to refill this position to maintain a safe and cleanly environment at the various locations the housekeepers are responsible for in Brown County. Further, the Lead Housekeeper is responsible for supervising and scheduling the housekeepers working the night shifts. I recommend approval. Camille Stymiest, Human Resources Analyst

Contact Paul Fontecchio 920-448-2170

12

PUBLIC WORKS DEPARTMENT

Brown County

2198 GLENDALE AVENUE
GREEN BAY, WI 54303

PHONE: (920) 492-4925 FAX: (920) 434-4576
EMAIL: bc_highway@co.brown.wi.us

PAUL A. FONTECCHIO, P.E.
INTERIM DIRECTOR

DATE: February 23, 2016

TO: Troy Streckenbach, County Executive
Chad Weininger, County Administration Director
Brittany Zaehring, Human Resources Director

FROM: Paul Fontecchio, Interim Director
Public Works Department

SUBJECT: Request to Fill – Vacated Highway Superintendent Position

Therefore, please find the following information to justify filling this vacancy:

1. ***Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form).***

The position description has been reviewed and updated by Human Resources.

2. ***Are the duties of the position related to an essential (mandatory) service? If yes, please explain.***

Yes, the Superintendent position is related to essential services. This position is vital to the operation of the Department, as it oversees the work crews who carry out the multiple functions of the Department. In addition, the superintendent is also responsible for assisting in long-range planning for reconstruction and reconditioning projects and equipment purchases.

3. ***Describe job performance measures for this position (clients, caseload, work output, etc.)***

The amount of lane miles that need to be monitored, crew issues that arise and the amount of crews & work assignments this position is responsible for.

The highway superintendents supervise 69 highway laborers, four (4) LTE highway workers, and eight (8) summer employees during the summer season; along with overseeing the day-to-day operations out of the three (3) satellite shops located in New Denmark, Langes Corners and Greenleaf, and the emergency on-call duties that go along with the position.

HIGHWAY SUPERINTENDENT JUSTIFICATION
PAGE 2

- 4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.**

The Highway Superintendent position is essential to the Department and cannot be eliminated or outsourced.

- 5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?**

Yes, there are budgeted funds to cover the vacant Superintendent position.

- 6. What is the impact of not filling the position in: 3 months? 6 months? 12 months? Not at all?**

The longer the position remains vacant, the longer it carries a safety risk to our work crews, in addition to the lack of supervision when carrying out their work tasks. With 81 (full time & summer/temporary) employees to oversee during day-to-day operations, the superintendents need to direct and be present on the various job sites throughout each day to ensure that the crews are carrying out their assigned tasks, in addition to working under the safest conditions possible.

In addition to the daily work crews, the superintendents are responsible for carrying out emergency on-call duties (along with the Operations Manager), which means they are on call 24/7 every fifth week.

Budget Impact Calculation

Department: Public Works/ Highway Division
Position: Highway Superintendent

Partial Budget Impact: 3/4/16 - 12/31/16 42 Weeks

Salary \$ 55,113.69

Fringe Benefits \$ 16,351.73

\$ 71,465.42

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 68,236.00

Fringe Benefits \$ 20,245.00

\$ 88,481.00

Note: this position is in the 2016 budget

Position vacated: 3/4/2016

Budgeted hourly wage rate: \$32.68

Total Number of FTEs Budget for this position title in budget: 4

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 4

Number of FTEs filled with this position vacant: 3

Percent of this position staffed: 75%

Analyst Recommendation: Vacancy is due to a retirement. Immediate hire is critical in order to manage and direct the day-to-day operations (along with emergency call-in) of the highway crew, during both the summer and winter seasons. I recommend approval. Lorrie M. Blaylock, Human Resources Analyst

Contact

Paul Fontecchio 920-448-2170

February 16, 2016

TO: County Executive
Human Resources Director
Director of Administration

FROM: Judith Knudsen, Department Head
UW-Extension

SUBJECT: Request to Fill – Secretary III- job share

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)
Current
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
While UW-Extension is not a mandatory service, this position is key to the operation of the department. Responsibilities of the Secretary III position include but are not limited to the following: managing and recording department finances, completing Family Living Educator work, social media, room scheduling, and assisting UW-Extension staff with department operations as well as working with the public.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
Work output is critical due to volume of work that needs to be accomplished in a timely manner.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
The purpose of this change is to begin the process of succession planning. Lynda Bothun, currently in the Secretary III position would like to retire in the next few years, so this change provides an opportunity to begin that transition.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
Yes
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
Day-to-day work required by the County will not be completed as the Department Head/Family Living Educator does not have time to take on these additional tasks.

Budget Impact Calculation

Department: UW- Extension
Position: Secretary III (.5 FTE)

Partial Budget Impact: 2/26/16 - 12/31/16 42 Weeks

Salary \$ 14,128.15

Fringe Benefits \$ 15,107.88

\$ 29,236.04

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 17,492.00

Fringe Benefits \$ 18,705.00

\$ 36,197.00

Note: This position is in the 2016 budget.

Position vacated: 2/26/2016

Budgeted hourly wage rate: \$17.94

Total Number of FTEs Budget for this position title in budget: 2

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 2

Number of FTEs filled with this position vacant: 1

Percent of this position staffed: 50%

Analyst Recommendation: Vacancy is due to a job transfer. The Secretary III position is responsible for day to day oversight of UW-Extension's county budget, deposits, Kronos, credit card usage, tracking of expenses, overseeing financial aspect of grants and other external funding. This position compliments another .5 FTE Secretary III position and assists UW-Extension staff with department operations, as well as working with the public. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact Judy Knudsen 391-4651

ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE					
FOR March 10, 2016 MEETING					
LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR	
ATTY. GARY WICKERT	12W27-02252016	1/28/2016	\$ 4,567.50	Airport General	
MICHAEL, BEST & FRIEDRICH LLP	1386183	1/11/2016	\$ 1,441.50	Fox River Cleanup - Insurance	
von Briesen & Roper, S.C.	210932	1/18/2016	\$6	Labor matters	
von Briesen & Roper, S.C.	210929	1/19/2018	\$1,056	Labor matters	
Total ----			\$ 7,070.57		

GARY A. WICKERT, S.C.
Attorney and Counselor at Law
801 E. WALNUT • P.O. BOX 1656
GREEN BAY, WISCONSIN 54305

Gary A. Wickert

Telephone (920) 433-9425

Fax (920) 432-9188
wicklaw@gbonline.com

February 25, 2016

Brown County Airport
P.O. Box 23600
Green Bay WI 54305-3600

Re: General Matters
Our File No. 12 W 27

STATEMENT

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
1/28	Conference call with Tom Miller, Sue Bertrand, and Marty Piette re: equipment rental, etc.;	
	Letter from Sue Bertrand re: Executive Air Lease;	.75
	Revisions to lease;	.10
	Letter to Tom Miller re: revisions to lease;	1.00
	Review Vaisala agreement;	.65
	Email from/to Sue Bertrand re: Vaisala	.10
2/1	Phone conference with Sue Bertrand re: Vaisala/ warranty	.30
2/2	Phone conference with Tom Miller re: lease;	.60
	Phone conference with Sue Bertrand re: cab agreement	.35
2/4	Letter from Tom Miller re: lease	.10
2/8	Review correspondence from Sue Bertrand re: Vaisala, Amano, etc.;	
	Correspondence from Tom Miller re: lease;	
	Review files and phone conference with Sue Bertrand re: status of Vaisala, Amano, FAA lease, CBP lease, Protec-Third Amendment;	1.50
	Letter from Tom Miller re: lease	.15
2/9	Review correspondence from Tom Miller re: lease	.10
2/10	Letter from Tom Miller re: lease/meeting;	
	Review lease file;	.10
	Phone conference with Clyde Skenandore re: fence;	.15
	Phone conference with Tom Miller re: lease terms and meeting;	.85
	Letter from Tom Miller re: lease	.10
	Review Wingate lease re: termination;	
	Letter to Tom Miller re: lease;	.50
	Received email, etc., from Sue Bertrand re: final/signed Vaisala agreement;	.15
	Letter from Tom Miller re: lease/conference;	
	Phone conference with Tom Miller re: lease	.20
2/12	Letter from Tom Miller re: lease	.10
2/15	Letter from Sue Bertrand re: lease/meeting;	
	Phone conference with Sue Bertrand re: lease/ meeting	.15

Page Two
February 25, 2016

2/18	Review file re: lease negotiations;	
	Meeting at Airport with Tom Miller, Sue Bertrand,	
	Marty Piette, et al., re: lease negotiations;	2.75
	Letter to Attorney Scott Wochos	.15
2/19	Phone conference with Sue Bertrand re: Amano and	
	VoiceInterop	.50
2/22	Review VoiceInterop Agreement and begin	
	modifications	1.40
2/23	Complete modifications re: VoiceInterop;	
	Letter to Sue Bertrand re: VoiceInterop;	.65
	Phone conference with Scott Wochos;	.50
	Phone conference with Tom Miller, Sue Bertrand,	
	and Marty Piette re: lease	.75
2/24	Phone conference with Sue Bertrand re:	
	VoiceInterop, etc.;	.60
	Received Fifth Amendment re: CBP Lease and review;	.15
	Letter to Clyde Skenandore, et al. re: fence;	.20
	Letter from Sue Bertrand re: VoiceInterop.	.10
	TOTAL HOURS:	15.75

15.75 HOURS @ \$290.00 PER HOUR = \$4,567.50

AMOUNT DUE ON ACCOUNT: \$4,567.50

Thank you.
GAW:prn

16m

MICHAEL BEST

& FRIEDRICH LLP

Michael Best & Friedrich LLP
Attorneys at Law
One South Pinckney Street
Suite 700
P.O. Box 1806
Madison, WI 53701-1806
Phone 608.257.3501
Fax 608.283.2275
www.michaelbest.com

RECEIVED BY
FEB 08 2016
Brown County
Corporation Counsel

EIN 39-0934985

Remittance for Payments:
Michael Best & Friedrich LLP
PO Box 88462
Milwaukee, WI 53288-0462

Wire Transfer Instructions
Bank Name: BMO Harris Bank, N.A.
111 W. Monroe Street, Chicago, IL 60603
ABA Routing # 071000288
Name of Acct: Michael Best & Friedrich LLP
Acct # 0024122010
SWIFT Code: HATRUS44

Juliana Ruenzel, Corporation Counsel
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Invoice Date February 5, 2016
Invoice No. 1386183

Client/Matter 018236-0047 Fox River Fiber Sludge Disposal Matter

For professional services rendered through January 31, 2016, as follows:

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
1/11/16	I Pitz	Review draft letter to Outagamie County; teleconference with Fox River Fiber counsel regarding stipulation, case direction.	1.40	\$ 651.00
1/15/16	I Pitz	Revise letter to Outagamie County.	0.90	418.50
1/18/16	I Pitz	Discussions with Juliana Ruenzel and Dean Haen regarding BOW Agreement meeting.	0.80	372.00
Total Hours and Services			3.10	\$ 1,441.50

Total Services	\$ 1,441.50
Total Disbursements	0.00

Total This Invoice	<u>\$ 1,441.50</u>
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15

Michael Best & Friedrich LLP
One South Pinckney Street, Suite 700
P.O. Box 1806
Madison, WI 53701-1806

Invoice 1386183
018236-0047
February 5, 2016
Page 2 of 2

Outstanding Invoices:

<u>Date</u>	<u>Invoice</u>	<u>Total</u>	<u>Credits</u>	<u>Balance</u>
1/13/16	1382355	\$ 5,884.75	\$ 0.00	\$ 5,884.75
2/5/16	1386183	1,441.50	0.00	<u>1,441.50</u>
Outstanding Due:				<u>7,326.25</u>

Outstanding Invoice Aging:

<u>0-30</u>	<u>31-60</u>	<u>61-90</u>	<u>91-120</u>	<u>121+</u>
7,326.25	0.00	0.00	0.00	0.00

Timekeeper Breakdown:

<u>Timekeeper</u>	<u>Title</u>	<u>Hours Billed</u>	<u>Billed per Hour</u>	<u>Bill Amount</u>
I Pitz	Partner	<u>3.10</u>	\$ 465.00	<u>\$ 1,441.50</u>
Totals		3.10		\$ 1,441.50

BROWN COUNTY
ATTN: JULIANA RUENZEL
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE NO. 210932
INVOICE DATE FEBRUARY 17, 2016
TAX ID. 39-1576289

CLIENT NO. 009948

GENERAL

CURRENT DISBURSEMENTS THIS MATTER	\$5.57
CURRENT DISBURSEMENTS	\$5.57
TOTAL CURRENT CHARGES THIS BILL	\$5.57
TOTAL AMOUNT DUE	\$5.57

RECEIVED BY
FEB 19 2016
Brown County
Corporation Counsel

BROWN COUNTY
ATTN: JULIANA RUENZEL
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE 210932
INVOICE DATE FEBRUARY 17, 2016
TAX ID. 39-1576289
ATTY. DANIEL J. BOROWSKI

GENERAL

MATTER NO. 009948-00008

DISBURSEMENTS

01/18/16 COMPUTERIZED RESEARCH CHARGES - JANUARY	5.57
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CURRENT DISBURSEMENTS FOR THIS MATTER	<u>5.57</u>
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BILLING SUMMARY

CURRENT DISBURSEMENTS FOR THIS MATTER	\$5.57
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TOTAL CURRENT CHARGES THIS MATTER	\$5.57
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TOTAL AMOUNT DUE FOR THIS MATTER	<u>\$5.57</u>
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BROWN COUNTY
ATTN: JULIANA RUENZEL
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE NO. 210929
INVOICE DATE FEBRUARY 17, 2016
TAX ID. 39-1576289

CLIENT NO. 009948

SANBORN INVESTIGATION
CURRENT FEES THIS MATTER

\$1,056.00

CURRENT FEES

\$1,056.00

TOTAL CURRENT CHARGES THIS BILL

\$1,056.00

TOTAL AMOUNT DUE

\$1,056.00

RECEIVED BY
FEB 19 2016
Brown County
Corporation Counsel

BROWN COUNTY
ATTN: JULIANA RUENZEL
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE 210929
INVOICE DATE FEBRUARY 17, 2016
TAX ID. 39-1576289
ATTY. DANIEL J. BOROWSKI

SANBORN INVESTIGATION

MATTER NO. 009948-00010

PROFESSIONAL SERVICES RENDERED THROUGH JANUARY 31, 2016

01/18/16 PCH REVIEW AND ANALYZE FMLA CASES REGARDING INTERFERENCE CLAIMS BASED UPON INVESTIGATORY INTERVIEW; DRAFT ANALYSIS REGARDING SAME.	2.50	550.00
01/19/16 DJB ANALYSIS AND EVALUATION OF SANBORN INVESTIGATIVE MATERIALS FOR PURPOSES OF ADDRESSING ISSUES RELATED TO CONTINUATION OF INVESTIGATION WHILE SANBORN IS ON FMLA.	2.30	506.00

CURRENT FEES FOR THIS MATTER \$1,056.00

BILLING SUMMARY

CURRENT FEES FOR THIS MATTER \$1,056.00

TOTAL CURRENT CHARGES THIS MATTER \$1,056.00

TOTAL AMOUNT DUE FOR THIS MATTER \$1,056.00

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BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

6f

Meeting Date:

02/17/2016

Agenda No.:

Executive

Motion from the Floor

I make the following motion:

Discussion on the possible uses for the savings
in the reduction of bond payments.

- maintenance
- Promotion of Brown County
- Room Tax Stabilization Fund

Signed:

A handwritten signature in black ink, appearing to be "P. M. E.", written over a horizontal line.

District No.

9

(Please deliver to County Clerk after motion is made for recording into minutes.)

March 16, 2016

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
FOR THE HEALTH DEPARTMENT
PUBLIC HEALTH EDUCATOR

WHEREAS, the Brown County Health Department (“Health Department”) has received a contract amendment to a previously approved Preventive Health and Health Services (PHHS) Block Grant. The CDC requires PHHS Block Grant funds to be used on evidence-based strategies, best practices or promising practices. This Grant will allow the Health Department the opportunity to conduct a Rabies Quality Improvement Project (“Project”); and,

WHEREAS, this Project will improve and enhance the reporting capabilities for animal bites and will assist the Health Department in meeting the National Public Health Performance Standards; and,

WHEREAS, the Health Department has requested to increase its Public Health Educator Position (“Position”) from 0.80 FTE to 1.00 FTE for purposes of completing said Project; and,

WHEREAS, funding for this increase will be provided by the contract amendment to the previously approved PHHS Block Grant; and,

WHEREAS, should the funding be eliminated, the Position will return to a 0.80 FTE in the Health Department table of organization; and,

WHEREAS, Human Resources in conjunction with the Health Department recommends, for the above-stated reasons, the increasing of the Public Health Educator Position from 0.80 FTE to 1.00 FTE in the Health Department table of organization.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, that the Public Health Educator Position be increased from 0.80 FTE to 1.00 FTE in the Health Department table of organization; and

BE IT FURTHER RESOLVED, that, should the funding end, said Position will return to a 0.80 FTE in the Health Department table of organization.

Budget Impact:
Health Department

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Public Health Educator	(0.80)	Deletion	\$(37,920)	\$(11,330)	\$(49,250)
Public Health Educator	1.00	Addition	\$ 47,672	\$ 12,965	\$ 60,637
Annualized Budget Impact			\$ 9,752	\$ 1,635	\$ 11,387

Fiscal Note: This resolution does not require an appropriation from the General Fund. The funding source is from the Prevention Health and Health Services Block Grant. 2/3rds Vote/Cat7.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources

Approved by Corporation Counsel's Office

HUMAN RESOURCES DEPARTMENT

Brown County



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 02/09/16

REQUEST TO: Human Services Committee

MEETING DATE: 02/24/16

REQUEST FROM: Brittany Zaehring
Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Change in Table of Organization for the Health Department (Public Health Educator)

ISSUE/BACKGROUND INFORMATION:

The Health Department has received a contract amendment to a previously approve Preventive Health and Health Services Block Grant. This grant will allow the Health Department the opportunity to conduct a Rabies Quality Improvement project.

ACTION REQUESTED:

Increase a Public Health Educator position from 0.80 FTE to 1.00 FTE in the Health Department table of organization to complete the project.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No

a. If yes, what is the amount of the impact? \$11,387 Annualized

b. If part of a bigger project, what is the total amount of the project? \$_____

c. Is it currently budgeted? ☒ Yes ☐ No

1. If yes, in which account? 100.060.300.5100

2. If no, how will the impact be funded?

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: PUBLIC HEALTH EDUCATOR
REPORTS TO: NURSE MANAGER
DEPARTMENT: HEALTH

JOB SUMMARY:

Promotes health in the community setting through a variety of projects including, women's health issues, child injury prevention, immunization outreach, communicable disease and tobacco control.

ESSENTIAL DUTIES:

Maintains and prepares records and reports as required by the grant.

Communicates with staff, community, other community agencies and media on as needed basis regarding program area.

Participates in community events and committees relative to program area.

Disseminates information about program area to the public as is relevant to the issue through presentations, news releases, newsletter, web sites, social media, demonstrations and displays.

Provides information, referral and follow-up services as dictated by program area.

Identifies and/or develops program materials for use by consumers and other professional regarding programs area.

Coordinates the activities of a coalition, events and group meetings including scheduling, forwarding invitations and taking meeting minutes.

Develops, updates and implements outreach/marketing plans for program area.

Evaluates the effectiveness of program's activities including outcomes measurement; oversees program activities as indicated.

Conducts home assessments/visits as dictated by program need.

Plans, implements and teaches culturally relevant educational programs.

Conducts and collects ongoing assessments of community educational needs; create plans of work which address these needs within scope of this position.

Reaches and engages diverse audiences in ways that are inclusive and do not discriminate to ensure full access to programs, facilities and educational services.

Conducts and reports on program evaluations to improve program effectiveness and demonstrate value to programmatic and funding partners.

NON-ESSENTIAL DUTIES:

Represents the program on pertinent community committees as appropriate.

Performs other functions as specified in the requirements of the grant.

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General Office Equipment

Computer and other technological devices

Equipment specific to certain project functions

Personal automobile

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree in Community Health Education or related field such as nursing, public administration, education; or equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

Valid Wisconsin Driver's License

❖ Must have a dependable, insured vehicle for use during work

Knowledge, Skills And Abilities

Knowledge of biological sciences and human development.

Knowledge of and ability to utilize a computer and required software.

Ability to commit effectively both orally and in writing with medical care providers, educators, other staff members, students, community groups, services agencies, news media, representatives, volunteers and the public.

Ability to commit to the objectives of each project as dictated by the funding agency.

Ability to assume leadership roles in group activities.

Ability to do public speaking and make public presentations.

Ability to maintain data and reports and conduct data analysis.

Ability to be creative in identifying outreach strategies.

Ability to advocate for others on behalf of program goals.

Ability to establish and maintain effective working relationships with staff, community professionals and the public.

Ability to work the required hours of the position.

Ability to demonstrate skills in interpreting, utilizing and applying evidence-based information and research findings.

PHYSICAL DEMANDS:

Lifting 50 pounds maximum with frequent lifting and/ or carrying of objects weighing up to 20 pounds.

Intermittent standing, walking, sitting and driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing pulling or operating controls.

Frequent bending, twisting, squatting, climbing, reaching; occasional climbing.

Communicating orally in a clear manner.

Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Work locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals.

Occasional need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and /or communication

Must be free from communicable disease.

*This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in description.

Revised: 07/15/15

October 21, 2015

**AN ORDINANCE AMENDING SECTIONS 4.93 OF CHAPTER 4
OF THE BROWN COUNTY CODE ENTITLED "GRIEVANCE PROCEDURE"**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Sections 4.93 of Chapter 4 of the Brown County Code regarding the Grievance Procedure is amended to include a Just Cause Standard of review as follows:

4.93 THE POWERS AND RESPONSE OF THE IMPARTIAL HEARING OFFICER.

Written Decision: After reviewing the evidence and closing the hearing, the Impartial Hearing Officer shall issue a written recommendation. The Impartial Hearing Officer may request oral or written arguments and replies. The recommendation shall contain findings of fact, analysis and a recommendation. The Impartial Hearing Officer must answer the following question: Based on the preponderance of the evidence presented, has the Grievant proven the decision of the Administration was ~~arbitrary or capricious?~~ without just cause. Just cause is defined as follows: progressive discipline process such as a verbal warning and/or written warning, suspension and/or termination, or automatic suspension or termination if the situation is warranted.

Section 2 - This ordinance shall become effective upon passage and publication.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved by:

Troy Streckenbach, (Date)
COUNTY EXECUTIVE

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

Phone (920) 448-4014 Fax (920) 448-6221

E-mail: process_dj@co.brown.wi.us

DAN PROCESS
INTERNAL AUDITOR

Date: March 1, 2016

To: Executive Committee

From: Dan Process, Internal Auditor

Re: Monthly Status Update (February 1 – February 29, 2016)

Listed below is a summary of the projects, duties and other miscellaneous activities completed or in-progress for the period indicated.

1. Projects
 - a. Completed: Selection of external CPA firm (Schenck) to conduct audit of Asphalt Plant
 - b. In-progress: Monetary Receipts, Disbursements and Deposits Review – Treasurer
 - c. In-progress: Assist the Clerk of Courts in the review of related revenue and expense accounts
 - d. In-progress: Monetary Receipts, Disbursements and Deposits Review – Register in Probate
 - e. In-progress: 1st Quarter Audit Follow-Up
2. Standard Monthly Duties
 - a. Review of the Clerk of Courts monthly bank reconciliation
 - b. Preparation and review of the monthly Bills over \$5,000 Report
3. Other Miscellaneous Activities
 - a. Inquiries/Questions from Board Supervisor's/Department Head's
 - b. Open Records Requests (1)
 - c. Anonymous Tip Line (1)

If you have any questions regarding this information, please contact me at your convenience.

Thank you.

20a

HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

DIRECTOR

February 29, 2016

Committee Meeting Date: March 7, 2016

TO: Executive Committee
FROM: Brittany Zaehring
SUBJECT: February Human Resources Report

Following is a summary of recent activities in the Human Resources Department.

Staff

The new Human Resources Director began on February 8, 2016. Current priorities include, but are not limited to:

- Meetings with various stakeholders to listen and learn about their needs, concerns, and suggestions;
- Building an effective team culture in HR;
- Assessing the operational effectiveness of the department and overall analysis of policies and procedures; and
- Maintaining and prioritizing current projects.

Union Contracts

Resolutions requesting authority to execute labor agreements with the Human Services Professional Employees Association and the Sheriff's Department Non-Supervisory Deputies were approved by the Board of Supervisors on February 17, 2016.

Insurance

Work continues to ensure compliance with ACA reporting forms 1094 and 1095 which requires the County to report on each employee who had insurance coverage in 2015. The report deadline was extended from January 31, 2016 to March 31, 2016. The vendor assisting with this project is Hawkins Ash. The goal for completion date is March 15, 2016.

Wellness

A Wellness Committee meeting was held on January 27, 2016. M3 attended this meeting to share ideas and gather information on where the Wellness Committee currently stands and determine how they can be of assistance to the committee.

Details of the Personal Health Assessments (PHA) and Reasonable Alternative Standards (RAS) program for 2016 are being finalized. Employees may participate in this program to improve their PHA score and earn additional HRA dollars.

Wellness incentives continue to be available to employees as well to earn HRA dollars. The incentives include wellness coaching sessions with a Bellin nurse, employee participation in dental cleanings and annual exam, and stress management seminars offered by the Employee Resource Center (ERC). The seminar schedule will be finalized and announced to employees soon.

Classification & Compensation Plan

The Executive Committee met with department heads and employees at the January 11, 2016, meeting to review appeals and to make recommendations to the Board for any additional adjustments. At the January 20, 2016, Board of Supervisors meeting a resolution regarding adjustments to the Classification and Compensation Plan was approved effective January 31, 2016. Human Resources is implementing the approved adjustments retroactive to January 1, 2016. As directed at the February Executive Committee meeting, Human Resources is submitting a draft RFP for your review to consider a third party Class/Comp review. (See attached.)

Payroll

Kronos was upgraded from the current version to version 8.0, February 19-20. With this major upgrade, the Kronos version 8.0 is now compatible with Internet Explorer 11. Internet Explorer 11 is needed for various software applications to run efficiently.

Safety

Two long term workers compensation claims were resolved this month. There were 30 safety incidents through the month of January, eight requiring medical treatment.

cc: Troy Streckenbach, County Executive

ATTACHMENT A: RFP SCOPE OF WORK, SPECIFICATIONS & REQUIREMENTS

(Potential vendors are expected to perform the following service in order to submit documents and to be awarded a contract.) Please provide specific procedures and explanations to each requirement in your submitted documents.

**REQUEST FOR SERVICES
FOR
EMPLOYEE CLASSIFICATION AND COMPENSATION STUDY**

Purpose

The Human Resources Department is seeking to engage a team of qualified consultants to provide professional services to review the County's current classification and compensation program and to provide guidance on the proper structuring and implementation of a fair and equitable classification and compensation program, including the review of existing classification discrepancies/appeals.

A thorough compensation and classification study and analysis of the County and those organizations that draw on a shared labor market will indicate the County's current position and its ability now and in the future to recruit and retain talented employees to provide quality services to the County. It is expected that the study will indicate what actions should be taken, if any, to avoid loss of qualified staff and difficulties in recruiting new employees for County employment, while competitively compensating its current employees. In addition, it is expected that the study will recommend adjustments to the County's pay plan rules, policies, and salary structure, including variable/incentive pay options, to allow appropriate compensation, to account for employee's service, special achievements, or to rectify compression/equity issues. Finally the study should consist of a comparative analysis of total and management compensation.

Background Information

- The County has a total of 1,578.78 FTE (1,210 full time, 135 regular part time and 120 temporary employees for a total of 1,686 employees) under approximately 140 job classifications.
- The County has 5 salary schedules (Sheriff Deputies Supervisors and Non Supervisors, Correctional Officer, Library, and all other Regular Employees). The current salary schedules consist of 24 pay ranges; each range includes a minimum, market and maximum level. A current copy of each salary schedule is included as Attachment _____.

In May 2015, the County adopted a new salary structure, for implementation in 2016, based on a compensation and classification study that began in 2013. The study and design

process was led by an outside consultant and two internal staff members. The process did not address all positions within the County, including but not limited to the Library, Sheriff Non-Supervisory and Sheriff Supervisory, Syble Hopp School, and all LTE positions.

Employees were given the ability to appeal their placement in the new classification and compensation program. Nearly 400 employees appealed the decisions of their placements, which consisted of 90 justifications. Currently, there are 72 unresolved appeals.

There are two union contracts in place: Sheriff Non-Supervisory and Human Services Professionals. We also have three unions that are in the process of recertifying: Registered Nurses, Electricians, and Sheriff Supervisory. Each contract is included as Attachment_____. The County's Personnel Ordinance(s) and Employee Handbook are included as Attachment_____.

Scope of Services

All proposals must be made on the basis of and either meet or exceed the requirements contained herein. Failure to provide any of the following requirements shall be ample cause for proposal to be considered non-responsive and be rejected. All offerors must be able to provide, at a minimum, the following activities:

Data Gathering:

1. The Data Gathering Phase includes gathering the necessary information through the use of questionnaires, job audits, personal interview or other accepted methods, to develop and/or revise classification specifications/job descriptions related to positions, tasks, and responsibilities. All classification specifications/job descriptions will be reviewed in conjunction with the functional business area with a focus on core position duties. This phase will also include conducting a review of the match between the job title and the job responsibilities.
2. Provide recommendations relative to the educational background of the employees by position (required or preferred).
3. Determine Fair Labor Standards Act (FLSA) designation for each job title/classification.

Market Compensation

1. Job Evaluation and Market Pricing: The consultant will conduct an internal comprehensive job evaluation and external comparison as outlined below. The organizations in the comparison and survey instruments used will be shared with key County staff involved in the process.

- a. A comprehensive internal evaluation of every job within County to determine relative worth within the organization, placement in the salary structure, and for the establishment of pay ranges.
 - b. Establish appropriate benchmarking standards and include a comparison and analysis of salaries and wages of like or similar jobs of comparable state and/or local government as well as private employers for which the County competes for labor supply and/or organizations with similar positional or organizational characteristics.
 - c. A compensation survey of external regional labor market, selecting a minimum of 5 total external agencies/employers for comparison.
2. Total Compensation Analysis: The Consultant will evaluate total compensation against the selected comparable agencies as well as National Compensation Survey data for State and Local Government compiled by the U.S. Department of Labor Bureau of Labor Statistics. The total compensation factors to be evaluated shall include the following:
 - a. Salaries and Wages
 - b. Benefits
 - i. Access to and level of Health Care including Employer share of Medical Premiums and Health Savings Account Contributions
 - ii. Level of Retirement Benefits
 - iii. Level of Paid Vacation
 - iv. Level of Paid Holidays
 - v. Level of Paid Sick Leave
 - vi. Access to Wellness Programs
 - vii. Access to and level of Short and Long-term Disability and Life, AD&D Insurance, etc.
 - viii. Other employer paid benefits such as tuition reimbursement, cell phone allowances, car stipends, etc

Compensation Structure Evaluation and Recommendation

1. The Consultant will evaluate the existing compensation structure and update or design a system to achieve the goals and objectives of the County. Factors to be evaluated include:
 - a. Analysis of County's current pay practices, pay rules, and market position.
 - b. Review and evaluate current classification/pay band structure, methodology and position placement within salary ranges (number of classes, number of pay ranges, percent spread for ranges, and number of pay plans and/or schedules).
 - c. Compression Analysis: Examine the equity of pay among present full-time, part-time, and seasonal employees based on qualification, experience,

responsibilities, and tenure. Identify problem areas within the internal compensation system, and propose implementation methods to correct identified problems.

- d. Evaluate the need to include compensation policies and procedures for: On-call and shift differential compensation (what positions/classes of positions and amounts), hiring incentives, career ladder position recommendations, and any other monetary incentives (e.g. certification pay, education pay, special pay band increases).
- e. Provide County with information and advice on new developments and innovations in Public Sector compensation. Discuss and recommend pay delivery systems: Merit pay, pay-for-performance, steps or open ranges, with what frequency do base pay increases occur, and maximum percent base pay increase for the next 12-24 months. Explain the advantages and disadvantages of implementing a "pay-for-performance" or "performance management" system of compensation and performance evaluation.

Compensation Structure Implementation

1. Implementation Strategy and Plan: The Consultant will design an implementation strategy and provide plan options for an updated compensation system with reasonable financial impact on the County's budget. Implementation strategies will include calculated costs of implementing the plan (including any alternatives proposed). The plan will identify appropriate compensation adjustments and recommend policies and procedures on how to address the following areas:
 - a. An analysis, ranking, and assignment of each job to an appropriate salary grade level to ensure fairness and internal equity. The Consultant will include a recommendation for positions deemed to be undervalued, or overvalued, by the current classification system;
 - b. Consistent salary placement of employees who are newly hired externally and for advancement within, and between salary ranges resulting from transfers and/or promotions. Additionally, recommendations for compensation adjustments due to temporary/interim assignments are to be included.
 - c. If necessary, recommendations for multiple salary structures within the County system to accommodate specialized labor markets such as public safety, employees, library systems, etc.
 - d. Provide options for compensating employees who are deemed to have met the maximum in their salary range.
 - e. Analysis of County's fringe benefit package for employees, with emphasis on senior leadership and administrative/professional staff. Provide

recommendations for benefit package revisions or enhancements, as appropriate.

- f. Prepare a plan, or alternative plans, for the implementation of salary recommendations, including calculation of detailed cost estimates of implementation for each alternative. The goal would be to permit implementation of the classification and pay plan at a level compatible with the County policies, capacity of funding, and employee needs. If pay and benefit recommendations are close to the County's ability to fund, alternative plans may not be required.
 - g. Provide Human Resources with recommended policies and procedures to ensure that, once the results of the compensation study have been implemented, the results may be internally maintained and updated appropriately. Any recommendations pertaining to a maintenance process must be supported by relevant staff training and software necessary to maintain and revise the system internally.
 - h. Provide Human Resources with a detailed communications plan with templates to use to communicate the study's conclusions and impact on employees specifically and in general.
2. The implementation of such a plan may be over 12 to 24 months.

Engagement Conclusion Summary

1. Prepare written final report of recommendations, including discussion of methods, techniques and data used to develop the Classification and Compensation Plan;
2. Prepare an analysis of the financial impact for implementation of the proposed classification and compensation plan and define funding issues;
3. Provide formal training and instructions to allow County staff/Human Resources to conduct individual salary audits and recommend adjustments in the future consistent with study methods;
4. Provide implementation support and training, as needed; and
5. Attend meetings, if requested by Human Resources, throughout the process to explain the methodology, survey results and recommendations.

Qualifications

The consultant team chosen to provide consulting services to the Human Resources Department shall demonstrate the team's abilities as follows:

1. The Consultant organization or its principles shall have a minimum of ten years' documented experience performing job evaluation, classification, and market

based compensation study work. This experience must include classification and market studies for public agencies.

2. The Consultant organization or its principles shall have demonstrable knowledge and experience in the interpretation of Federal and Wisconsin laws as they relate to pay practices, compensation, and non-exempt/exempt designation.
3. The Consultant organization or its principles shall have a demonstrable understanding of the principles and practices of compensation, including the development of compensation structures, policies, and procedures including base pay, performance based pay, wage progression, compression, and equity solutions.
4. The Consultant or its principals shall have demonstrable knowledge and practical understanding of the Americans with Disabilities Act of 1990, as amended, as it applies to the work of this project.
5. The Consultant or its principals shall have demonstrable knowledge and practical understanding of the Fair Labor Standards Act, as amended, especially as it applies to exempt/nonexempt classifications.
6. The Consultant or its principles shall have documented experience with the following developing job performance evaluation processes, procedures, and forms that integrate with the classification systems.
7. The Consultant or its principles shall have documented experience with developing and conducting thorough training of HR staff to maintain and communicate the plan in the future.
8. The Consultant shall have the human, managerial, and fiscal resources to complete all elements of the project so the County can implement program no later than by January 1, 2017. The annual budget is approved in November each year.
9. Attendance at an initial meeting with various County representatives to discuss the process and tasks to be performed and reasonable dedication of key personnel and accessibility of the Offeror's point of contact.
10. Provide weekly written progress reports including data collected.
11. As this is to be an independent, third party review, consultant must have the capacity to provide team members who can retrieve County data using Kronos and Logos systems.
12. The Consultant shall be properly licensed and authorized to perform work in the State of Wisconsin.

Submissions shall include the following information

1. **Cover Letter:** Provide a cover letter from the person authorized to submit the proposal. Provide a brief introduction of your proposal; identify the contact person and the contact information.

2. **Firm Profile(s):** Provide a brief description of each firm on the team, its size, location, age, and special expertise and other information that provides an accurate overview of each firm. Identify any sub-consultants that will be used.
3. **Experience and team work:** Provide a list of consulting engagements similar to that which is described in the RFP successfully completed by a) each team member independently, and b) by the proposed team. Demonstrate the team's competence to complete the requirements.
4. **References:** Provide a list of three references for consulting engagements conducted in the last three years that are similar to this engagement performed for public sector employers.
5. **Staff & Organization:** Provide a list of the key staff who will be assigned to this engagement and identify the role of each. Include a resume for each person. List any certifications held by the firm or individual team members.
6. **Methodology:** Provide a clear description of the approach and methodology your firm anticipates using to fulfill the requirement of this RFP. Describe the various tasks that will be engaged and the sequence in which they will be accomplished. Identify the methods of engaging stakeholders, staff, and the Board. Identify the tasks that will be conducted on-site and the number of visits and days of on-site engagement anticipated. As this is to be an independent, third party review, consultant must have the capacity to provide team members who can retrieve County data using Kronos and Logos systems.
7. **Cost Proposal:** Provide a cost breakdown indicating the fixed not-to-exceed cost for all work and reimbursable expenses to accomplish the scope described. Itemize labor costs and reimbursables.
8. **Use of local contractors:** If applicable, indicate services that could be sub-contracted to firms that are local.
9. **Conflict of Interest:** Disclose any potential conflict of interest including, but not limited to, familial relationships between members of the consulting team and elected officials or employees and/or employees of the County.

ATTACHMENT B: RFP SCORING

(This attachment is provided for your information only. There is no need to sign or mail it back.)

Responses to this project will be evaluated according to the following:

1. Evaluation Process

The following steps will be observed in the evaluation of the potential vendor document submission:

- Brown County will establish a project scoring team.
- The vendor submission will first be reviewed to determine if all the requirements outlined have been met. Failure to meet the requirements or being over-budget will result in the submission being eliminated from consideration.
- The project scoring team will review all submitted documents received and score in accordance with the predefined scoring methodology.
- Composite scores will be developed summarizing the individual scoring efforts of each selection team member.
- References, oral presentations and/or interviews are optional and determined if required by the scoring team.
- Vendors will be ranked by composite score with the highest score determining vendor award.

2. Scoring Methodology

The following is a summary of the project evaluation factors and the point value assigned to each. These factors will be used in the evaluation of the individual vendor document submission. Points will be awarded on the basis of the following factors:

Scoring Criteria	Points
1. Quality, clarity and responsiveness of document submission	10
2. Staff & Organization	10
3. Methodology	20
4. Experience & Teamwork	20
5. Pricing (Attachment C) *	20
6. References (Attachment D)	10
7. Interviews/Presentations	10
Total	100

**Pricing is not shared with the scoring team until after they have submitted their scores to prevent influencing their ability to score the other criteria's.*

3. Scoring Criteria

The evaluation factors to be used in project scoring are described below:

1. **Quality, clarity and responsiveness of document submission** – Document submissions will be evaluated on meeting the overall requirements of the project.
2. **Staff & Organization** – Per page ____ of Attachment ____
3. **Methodology** – Per page ____ of Attachment ____
4. **Experience & Teamwork** – Per page ____ of Attachment ____
5. **Pricing** – Document submissions are scored using a formula with the lowest price submitted that is divided by the price of each prospective vendor times the established point value times the weight factor percentage. Pricing will be calculated for the entire term of the contract.
6. **References** – Document submission will be evaluated based on information obtained from the references provided.
7. **Interviews/Presentations** - Interviews and/or presentations are not required but may be preferred based on the scoring teams' recommendation.